KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 5
PROJECT SPECIFIC ELECTRICAL

CONTENTS

SPECIFICATION FOR ELECTRICAL INSTALLATION:

SPECIFICATION FOR ELECTRICAL INSTALLATIONS

PART 1: GENERAL

CONTENTS

GENERAL SPECIFICATION FOR ELECTRICAL WORK

PART 1

1 SCOPE OF WORKS

This quality specification describes the standards of the materials required for the electrical installation and general methods of installing these materials and is the basis of quality control requirements. It compliments the bill of quantities, the drawings and the detailed specification for the specific contract. Where the detailed specification and/ or the drawings differ from this quality technical specification the detailed specification and the drawings shall take precedence.

This contract shall allow for the complete supply, delivery on site, complete installation, testing and handing over in complete working order of the electrical installation as specified further herein.

a) Supply and installation of low voltage supply cables from the nearest existing mini substation / overhead transformer to the internal main distribution board.

b). Supply and installation of energy saving light fittings

c). Supply and installation of power sockets outlets

d). Supply and installation of data networks wire ways

e). Supply and installation of indoor distribution boards

2 DRAWINGS

The Engineer's drawings covering the various sections of the installation are as stipulated below form part of this contract. The working drawings applicable to this contract shall generally consist of:

ID	DRAWING NO	TITLE	SIZE	REV	REV DATE
	MPS-C-BE-TCS-TDW-000-B	Site Power Reticulation	A1	B	16-02-16
	MPS-C-TCS-TDW-001/1-B	BLOCK A - Power and Data Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-002/1-B	BLOCK A - Lights Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-001/2-B	BLOCK B - Power and Data Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-002/2-B	BLOCK B - Lights Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-001/3-B	BLOCK C - Power and Data Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-002/3-B	BLOCK C - Lights Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-001/4-B	BLOCK D - Power and Data Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-002/4-B	BLOCK D - Lights Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-001/3-B	BLOCK A - DB Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-002/3-B	BLOCK B - DB Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-003/3-B	BLOCK C - DB Layout	A1	B	16-02-16
	MPS-C-TCS-TDW-004/4-B	BLOCK D - DB Layout	A1	B	16-02-16

3 REGULATIONS

The installation shall be constructed and tested in accordance with the following Acts and regulations:

a) The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises",

b) The Occupational Health and Safety Act, 1993 (Act 85 of 1993) ,

c) The Local Government Act 1998 (Act 10 of 1998 municipal by-laws and any special requirements of the local supply authority,

d) The Fire Brigade services Act 1993 Act 2000 (Act 14 of 2000),

e) The National Building Regulations and Building Standards Act 1996 (Act 29 of 1996),

f) The Post Office Act 1998 (Act 14 of 1998),

g) The Electricity Act 1996 (Act 88 of 1996) and

h) The Regulations of the local Gas Board where applicable.

4 NOTICES AND FEES

The successful tenderer for this contract shall, immediately after he has been officially notified that his tender has been accepted, and at any time thereafter as may be necessary, notify the Supply Authority, pay fees and take any other steps which may be required or prescribed for the power

Supply connection and/ or temporary connection by the Supply Authority, to this project.

5 SCHEDULE OF FITTINGS

In all instances where schedule of light, socket outlet and power points are attached to or included on the drawings, these schedules are to be regarded as forming part of the specification.

6 QUALITY OF MATERIALS

Only materials of first class quality shall be used and all materials shall be subject to the approval of the Engineer. Wherever applicable the material is to comply with the relevant South African Bureau of Standards, specifications, or to British Standard Specifications, where no SABS Specifications exist.

Materials wherever possible, must be of South African manufacture.

7 CONDUIT AND ACCESSORIES

The type of conduit and accessories required for the service, i.e. whether the conduit and accessories shall be of the screwed type, plain-end type or of the non-metallic type and whether metallic conduit shall be black enamelled or galvanised, is specified in Part 2 of this specification.

Unless other methods of installation are specified for certain circuits, the installation shall be in conduit throughout. No open wiring in roof spaces or elsewhere will be permitted.

The conduit and conduit accessories shall comply fully with the applicable SABS specifications as set out below and the conduit shall bear the mark of approval of the South African Bureau of Standards.

a) Screwed metallic conduit and accessories: SABS 1065, parts 1 and 2.

b) Plain-end metallic conduit and accessories: SABS 1065, parts 1 and 2.

c) Non-metallic conduit and accessories: SABS 950

All conduit fittings except couplings shall be of the inspection type. Where cast metal conduit accessories are used, these shall be of malleable iron. Zinc base fittings will not be allowed.

Bushes used for metallic conduit shall be brass and shall be provided in addition to locknuts at all points where the conduit terminates at switchboards, switch-boxes, draw-boxes, etc.

Draw-boxes are to be provided in accordance with the "Wiring Code" and wherever necessary to facilitate easy wiring.

For light and socket outlet circuits, the conduit used shall have an external diameter of 20mm. In all other instances the sizes of conduit shall be in accordance with the "Wiring Code" for the specified number and size of conductors, unless otherwise directed in part 2 of this specification or indicated on the drawings.

Only one manufactured type of conduit and conduit accessories will be permitted throughout the installation.

Running joints in screwed conduit are to be avoided as far as possible and all conduit systems shall be set or bent to the required angles. The use of normal bends must be kept to a minimum with exception of larger diameter conduits where the use of such bends is essential.

All metallic conduit shall be manufactured of mild steel with a minimum thickness of 1,2mm for plain-end conduit and 1,6mm in respect of screwed conduit.

Under no circumstances will conduit having a wall thickness of less than 1,6 mm be allowed in screeding laid on top of concrete slabs.

Bending and setting of conduit must be done with special bending apparatus manufactured for the purpose and which are obtainable from the manufacturers of the conduit systems.
Damage to conduit resulting from the use of incorrect bending apparatus or methods applied must on indication by the Engineer's inspectorate staff, be completely removed and rectified and any wiring already drawn into such damaged conduits must be completely renewed at the Contractor's expense.

Conduit and conduit accessories used for flame-proof or explosion proof installations and for the suspension of luminaires as well as all load bearing conduit shall in all instances be of the metallic screwed type.

All conduit and accessories used in areas within 50 km of the coast shall be galvanised to SABS 763.

Tenderers must ensure that general approval of the proposed conduit system to be used is obtained from the local electricity supply authority prior to the submission of their tender. Under no circumstances will consideration be given by the Engineer to any claim submitted by the Contractor which may result from a lack of knowledge in regard to the supply authority's requirements.

8 CONDUIT IN ROOF SPACES

Conduit in roof spaces shall be installed parallel or at right angles to the roof members and shall be secured at intervals not exceeding 1,5m by means of saddles screwed to the roof timbers.

Nail or crampets will not be allowed.

Where non-metallic conduit has been specified for a particular service, the conduit shall be supported and fixed with saddles with a maximum spacing of 450 mm. The Contractor shall supply and install all additional supporting timbers in the roof space as required.

Under flat roofs, in false ceilings or where there is less than 0,9m of clearance, or should the ceilings be insulated with glass wool or other insulating material, the conduit shall be installed in such a manner as to allow for all wiring to be executed from below the ceilings.

Conduit runs from distribution boards shall, where possible terminate in fabricated sheet steel draw-boxes installed directly above or in close proximity to the boards.

9 SURFACE MOUNTED CONDUIT

Wherever possible, the conduit installation is to be concealed in the building work; however, where unavoidable or otherwise specified under Part 2 of the specification, conduit installed on the surface must be plumbed or levelled and only straight lengths shall be used.

The use of inspection bends is to be avoided and instead the conduit shall be set uniformly and inspection coupling used where necessary.

No threads will be permitted to show when the conduit installation is complete, except where running couplings have been employed.

Running couplings are only to be used where unavoidable, and shall be fitted with a sliced coupling as a lock-nut.

Conduit is to be run on approved spaced saddles rigidly secured to the walls.

Alternatively, fittings, tees, boxes, couplings etc., are to be cut into the surface to allow the conduit to fit flush against the surface. Conduit is to be bedded into any wall irregularities to avoid gaps between the surface and the conduit.

Crossing of conduits is to be avoided; however, should it be necessary purpose-made metal boxes are to be provided at the junction. The finish of the boxes and positioning shall be in keeping with the general layout.

Where several conduits are installed side by side, they shall be evenly spaced and grouped under one purpose-made saddle.

Distribution boards, draw-boxes, industrial switches and socket outlets etc., shall be neatly recessed into the surface to avoid double sets.

In situations where there are no ceilings the conduits are to be run along the wall plates and the beams.

Painting of surface conduit shall match the colour of the adjacent wall finishes.

Only approved plugging materials such as aluminium inserts, fibre plugs, plastic plugs, etc., and round-head screws shall be used for fixing saddles, switches, socket outlets, etc., to walls, wood plugs and the plugging in joints in brick walls are not acceptable.

10 CONDUIT IN CONCRETE SLABS

In order not to delay building operations the Contractor must ensure that all conduits and other electrical equipment, which are to be cast in the concrete columns and slabs, are installed in good time.

The Contractor shall have a representative in attendance at all times when the casting of concrete takes place.

Draw-boxes, expansion joint boxes and round conduit boxes are to be provided where necessary. Sharp bends of any nature will not be allowed in concrete slabs.

Draw and/or inspection boxes shall be grouped under one common cover plate and must preferable be installed in passages or male toilets.

All boxes, etc., are to be securely fixed to the shuttering to prevent displacement when concrete is cast. The conduit shall be supported and secured at regular intervals and installed as close as possible to the neutral axis of concrete slabs and/or beams.

Before any concrete slabs are cast, all conduit droppers to switchboards shall be neatly spaced and rigidly fixed.

11 FLEXIBLE CONNECTIONS FOR CONNECTING UP OF STOVES, MACHINES, ETC.

Flexible tubing connections shall be of galvanised steel construction, and in damp situations of the plastic sheathed galvanised steel type. Other types may only be used subject to the prior approval of the Engineer's site electrical representative.

Connectors for coupling onto the flexible tubing shall be of the gland or screw-in types, manufactured of either brass or cadmium or zinc plated mild steel, and the connectors after having been fixed onto the tubing, shall be durable and mechanically sound. Aluminium and zinc alloy connectors will not be acceptable.

12 WIRING:

Except where otherwise specified in Part 2 of this specification, wiring shall be carried out in conduit throughout. Only one circuit per conduit will be permitted.

No wiring shall be drawn into conduit until the conduit installation has been completed and all conduit ends provided with bushes. All conduit to be clear of moisture and debris before wiring is commenced. Unless otherwise specified in Part 2 of this specification or indicated on the service drawings, the wiring of the installation shall be carried out in accordance with the "Wiring Code". Further to the requirements concerning the installation of earth conductors to certain light points as set out in the "Wiring Code", it is a specific requirement of this document that where plain-end

Metallic conduit or non-metallic conduit has been used, earth conductors must be provided and drawn into the conduit with the main conductors to all points, including all luminaires and switches throughout the installation.

Wiring for lighting circuits is to be carried out with 2,5mm² conductors and a 2,5mm² earth conductor. For socket outlet circuits the wiring shall comprise 4mm² conductors and a 2,5mm² earth conductor. In certain instances, as will be directed in Part 2 of this specification, the sizes of the aforementioned conductors may be increased for specified circuits. Sizes of conductors to be drawn into conduit in all other instances, such as feeders to distribution boards, power points etc., shall be as specified elsewhere in this

specification or indicated on the drawings. Sizes of conductors not specified must be determined in accordance with the "Wiring Code".

The loop-in system shall be followed throughout, and no joints of any description will be permitted.

The wiring shall be done in PVC insulated 600/1000 V grade cable to SABS 150.

Where cable ends connect onto switches, luminaires etc., the end strands must be neatly and tightly twisted together and firmly secured. Cutting away of wire strands of any cable will not be allowed.

13 SWITCHES AND SOCKET OUTLETS

All switches and switch-socket outlet combination units shall conform to the Engineer Quality Specifications which form part of this specification.

No other than 16A 3 pin sockets are to be used, unless other special purpose types are distinctly specified or shown on the drawings.

All light switches shall be installed at 1,4m above finished floor level and all socket outlets as directed in the Schedule of Fittings which forms part of this specification or alternatively the height of socket outlets may be indicated on the drawings.

14 SWITCHGEAR

Switchgear, which includes circuit breakers, iron-clad switches, interlocked switch-socket outlet units, contactors, time switches, etc., is to be in accordance with the Engineering Quality Specifications which form part of this specification and shall be equal and similar in quality to such brands as may be specified.

For uniform appearance of switchboards, only one approved make of each of the different classes of switchgear mentioned in the Quality Specifications shall be used throughout the installations.

15 SWITCHBOARDS

All boards shall be in accordance with the types as specified, be constructed according to the detail or type drawings and must be approved by the Engineer before installation.

In all instances where provision is to be made on boards for the supply authority's main switch and/or metering equipment the contractor must ensure that all requirements of the authorities concerned in this respect are met.

Any construction or standard type aboard proposed as an alternative to that specified, must have the prior approval of the Engineer.

All bus-bars, wiring, terminals, etc., are to be adequately insulated and all wiring is to enter the switchgear from the back of the board. The switchgear shall be mounted within the boards to give a flush front panel. Cable and boxes and other ancillary equipment must be provided where required.

Clearly engraved labels are to be mounted on or below every switch. The working of the labels in English is to be according to the lay-out drawings or as directed by the Engineer's representative and must be confirmed on site. Flush mounted boards to be installed with the top of the board 2,0m above the finished floor level.

16 WORKMANSHIP AND STAFF

Except in the case of electrical installations supplied by a single phase electricity supply at the point of supply, an accredited person shall exercise general control over all electrical installation work being carried out.

The workmanship shall be of the highest grade and to the satisfaction of the Engineer. All inferior work shall, on indication by the Engineer's inspecting officers, immediately be removed and rectified by and at the expense of the Contractor.

17 CERTIFICATE OF COMPLIANCE

On completion of the service, a certificate of compliance must be issued to the Engineer's Representative/Agent in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

18 EARTHING OF INSTALLATION

Main Earthing

The type of main earthing must be as required by the supply authority if other than the Specialist, and in any event as directed by the electrical engineer, who may require additional earthing to meet test standards.

Where required an earth mat shall be provided, the minimum size, unless otherwise specified, being 1,0m x 1,0m and consisting of 4mm diameter hard-drawn bare copper wires at 250mm centres, brazed at all intersections.

Alternatively or additionally earth rods or trench earths may be required as specified or directed by the Engineer's authorised representative.

Installations shall be effectively earthed in accordance with the "Wiring Code" and to the requirements of the supply authority. All earth conductors shall be stranded copper with or without green PVC installation.

Connection from the main earth bar on the main board must be made to the cold water main, the incoming service earth conductor, if any and the earth mat or other local

electrode by means of 12mm x 1,60 mm solid copper strapping or 16 mm² stranded (not solid) bare copper wire or such conductor as the Engineer's representative may direct. Main earth copper strapping where installed below 3m from ground level, must be run in 20 mm diameter conduit securely fixed to the walls.

All other hot and cold water pipes shall be connected with 12mm x 0,8mm perforated for solid copper strapping (not conductors) to the nearest switchboard. The strapping shall be fixed to the pipework with brass nuts and bolts and against walls with brass screws at 150 mm centres. In all cases where metal water pipes, down pipes, flues, etc., are positioned within 1,6m of switchboards an earth connection consisting of copper strapping shall be installed between the pipework and the board. In vertical building ducts accommodating both metal water pipes and electrical cables, all the pipes shall be earthed at each distribution board.

Roofs, gutters and down pipes

Where service connections consist of overhead conductors, all metal parts of roofs, gutters and down pipes shall be earthed. One bare 10mm² copper conductor shall be installed over the full length of the ceiling void, fixed to the top purlin and connected to the main earth conductor and each switchboard. The roof and gutters shall be connected at 15m intervals to this conductor by means of 12mm X 0,8mm copper strapping (not conductors) and galvanised bolts and nuts. Self-tapping screws are not acceptable. Where service connections consist of underground supplies, the above requirements are not applicable.

Sub-distribution boards

A separate earth connection shall be supplied between the earth bus- bar in each sub-distribution board and the earth bus-bar in the Main Switchboard.

These connections shall consist of a bare or insulated stranded copper conductor installed along the same routes as the supply cables or in the same conduit as the supply conductors. Alternatively armoured cables with earth continuity conductors included in the armouring may be utilised where specified or approved.

Sub-circuits
The earth conductors of fall sub-circuits shall be connected to the earth bus-bar in the supply board in accordance with SABS 0142.

Ring Mains

Common earth conductors may be used where various circuits are installed in the same wire way in accordance with SABS 0142. In such instances the sizes of earth conductors shall be equivalent to that of the largest current carrying conductor installed in the wire way, alternatively the size of the conductor shall be as directed by the Engineer. Earth conductors for individual circuits branching from the ring main shall by connected to the common earth conductor with T-ferrules or soldered. The common earth shall not be broken.

Non-metallic Conduit

Where non-metallic conduit is specified or allowed, the installation shall comply with the Engineer's standard quality specification for "conduit and conduit accessories".

Standard copper earth conductors shall be installed in the conduits and fixed securely to all metal appliances and equipment, including metal switch boxes, socket-outlet boxes, draw-boxes, switchboards, luminaires, etc. The securing of earth conductors by means of self-threading screws will not be permitted.

Flexible Conduit

An earth conductor shall be installed in all non-metal flexible conduit. This earth conductor shall not be installed externally to the flexible conduit but within the conduit with the other conductors. The earth conductor shall be connected to the earth terminals at both ends of the circuit.

Connection

Under no circumstances shall any connection points, bolts, screws, etc., used for earthing be utilised for any other purpose. It will be the responsibility of the Contractor to supply and fit earth terminals or clamps on equipment and materials that must be earthed where these are not provided.

Unless earth conductors are connected to proper terminals, the end shall be tinned and lugged.

19 MOUNTING AND POSITIONING OF LUMINAIRES

The Contractor is to note that in the case of board and acoustic tile ceilings, i.e. as opposed to concrete slabs, close co-operation with the building contractor is necessary to ensure that as far as possible the luminaires are symmetrically positioned with regard to the ceiling pattern.

The lay-out of the luminaires as indicated on the drawings must be adhered to as far as possible and must be confirmed with the Engineer's representative.

Fluorescent luminaires installed against concrete ceilings shall be screwed to the outlet boxes and in addition 2 x 6mm expansion or other approved type fixing bolts are to be provided. The bolts are to be ¾ of the length of the luminaires apart.

Fluorescent luminaires to be mounted on board ceilings shall be secured by means of two 40mm x No. 10 round head screws and washers. The luminaires shall also be bonded to the circuit conduit by means of locknuts and brass bushes. The fixing screws are to be placed ¾ of the length of the fitting apart.

Earth conductors must be drawn in with the circuit wiring and connected to the earthing terminal of all fluorescent luminaires as well as other luminaires exposed to the weather in accordance with the "Wiring Code".

Incandescent luminaires are to be screwed directly to outlet boxes in concrete slabs. Against board ceilings the luminaires shall be secured to the blundering or joists by means of two 40mm x No. 8 round head screws.

PART 2

DETAILED SPECIFICATION

ELECTRICAL INSTALLATIONS

DETAIL SPECIFICATION

PART 2

TABLE OF CONTENTS

DETAIL SPECIFICATION

1 CABLE SLEEVE PIPES

Where cables cross under roadways, other services and where cables enter buildings, the cables shall be installed in asbestos-cement pipes, earthenware or high density polyethylene pipes.

The ends of all sleeves shall be sealed with a non-hardening watertight compound after the installation of cables. All sleeves intended for future use shall likewise be sealed.

2 NOTICES

The tenderer shall issue all notices and make the necessary arrangements with Supply Authorities, the Postmaster-General, S.A. Transport Services, Provincial or National Road Authorities and other authorities as may be required with respect to the installation.

3 ELECTRICAL EQUIPMENT

All equipment and fittings supplied must be in accordance with the attached quality specification (Part 3 of this document), suitable for the relevant supply voltage, and frequency and must be approved by the Engineer's representative.

4 DRAWINGS

The drawings generally show the scope and extent of the proposed work and shall not be held as showing every minute detail of the work to be executed.

The position of power points, switches and light points that may be influenced by built-in furniture must be established on site, prior to these items being built in.

5 BALANCING OF LOAD

The Contractor is required to balance the load as equally as possible over the multiphase supply.

6 SERVICE CONDITIONS

All plant shall be designed for the climatic conditions appertaining to the service.

7 SWITCHES AND SOCKET OUTLETS

The installation of switches and socket outlets must conform to clause 13 of Part 1 of this specification.

8 LIGHT FITTINGS AND LAMPS

The installation and mounting of luminaires must conform with clause 19 of Part 1 of this specification.

All fittings to be supplied by the Contractor shall have the approval of the Engineer illumination lamps shall bear the approved mark of the S.A.B.S. and shall have the British light centre length.

The light fittings must be of the type specified in the Schedule of Light Fittings.

9 EARTHING AND BONDING

The tenderer will be responsible for all earthing and bonding of the building and installation. The earthing and bonding is to be carried out strictly as described in clause 18 of Part 1 of this specification and to the satisfaction of the Engineer's representative.

10 MAINTENANCE OF ELECTRICAL SUPPLY

All interruptions of the electrical supply that may be necessary for the execution of the work, will be subject to prior arrangement between the Contractor and the user Engineer and the Engineer's representative.

11 EXTENT OF WORK

The work covered by this contract comprises the complete electrical & mechanical installations, in working order, as shown on the drawings and as per this specification, including the supply and installation of all fittings and also the installation of such equipment supplied by the Engineer.

12 SUPPLY AND CONNECTION

The supply will be at 400/220 Volt 50Hz.

The Contractor must arrange in good time with the local Authority for the low tension meter point and submit the account to the Engineer's Regional Office for payment.

The Contractor will be responsible for the supply and installation of the supply cable (from the supply authority's supply point) to the main low tension distribution kiosk (MAIN-KIOSK). The size and length of the cable is listed in the Schedule of Cables and provisionally measured in the Bills of Quantities.

13. CONDUIT AND WIRING

Conduit and conduit accessories shall be black enameled/galvanized screwed conduit or black enameled/galvanized plain end conduit in accordance with LATEST SABS 162, 763 and 1007 respectively.

All conduit, regardless of the system employed, shall be installed strictly as described in the applicable paragraphs of clauses 4 to 8 of Part 1 of the specification. Wiring of the installation shall be carried out as directed in clause 9 part 1 of this specification.

Where plain end conduit is offered all switches and light fittings must be supplied with a permanent earth terminal for the connection of the earth wire.

Lugs held by switch fixing screws or self-tapping screws will not be acceptable.

13.1 TELEPHONE, DATA, ACCESS CONTROL AND CCTV SYSTEM INSTALLATION

Tenderers shall allow for the supply, delivery and installation of all telephone, data, access control and CCTV systems conduits, draw boxes, outlets, draw-wires, etc. as specified and as indicated on the drawings.

Draw-wires

All conduits, sleeves, etc. required for the telephone, data, access control and CCTV systems installation shall be fitted with galvanised steel draw-wires.

Outlets/Data

All telephone, data, access control and CCTV system outlets shown shall consist of 100 x 100 x 50mm boxes, complete with cover.

13.2 POWER TRUNKING

The Contractor shall be responsible for the supply and installation of all power trunking complete with corner pieces, end pieces, junction pieces, supply conduits, cover plates and power outlets as specified and indicated on the drawings.

The power trunking must comply with SABS 1197. The Contractor must ensure that the power trunking is installed to satisfaction of the Engineer's representative before commencing with the wiring of the power trunking.

14. POWER POINTS

Allow for the installation of power points and equipment as listed in the schedule, indicated on the drawings.

14.1 Geysers

The electrical contractor must electrically connect all geysers as specified and shown on the drawings OR as instructed on site by the Electrical Engineer.

15. CABLES

The Contractor shall supply and completely install all distribution cables as indicated on the drawings, and listed in the Schedule of Cables.

The storage, transportation, handling and laying of the cables shall be according to first class practice, and the contractor shall have adequate and suitable equipment and labour to ensure that no damage is done to cables during such operations.

The cable-trenches shall be excavated to a minimum depth of **0,7m** deep below ground level and shall be 450mm wide for one to three cables, and the width shall be increased where more than three cables are laid together so that the cables may be placed at least two cable diameters apart throughout the run. The bottom of the trench shall be level and clean and the bottom and sites free from rocks or stones liable to cause damage to the cable.

The Contractor must take all necessary precautions to prevent the trenching work being in any way a hazard to the personnel and public and to safeguard all structures, roads, sewage works or other property on the site from any risk of subsidence and damage.

In the trenches the cables shall be laid on a 75mm thick bed of earth and be covered with a 150 mm layer of earth before the trench is filled in.

All joints in underground cables and terminations shall be made either by means of compound filled boxes according to the best established practice by competent cable jointers using first class materials or by means of approved epoxy-resin pressure type jointing kits such as "Scotchcast". Epoxy-resign joints must be made entirely in accordance with the manufacturer's instructions and with materials stipulated in such instructions. Low tension PVCA cables are to be made off with sealing glands and materials designed for this purpose which must be of an approved make. Where cables are cut and not immediately made off, the ends are to be sealed without delay.

The laying of cables shall not be commenced until the trenches have been inspected and approved. The cable shall be removed from the drum in such a way that no twisting,

tension or mechanical damage is caused and must be adequately supported at intervals during the whole operation. Particular care must be exercised where it is necessary to draw cables through pipes and ducts to avoid abrasion, elongation or distortion of any kind. The ends of such pipes and ducts shall be sealed to approval after drawing in of the cables.

Backfilling (after bedding) of the trenches is to be carried out with a proper grading of the material to ensure settling without voids, and the material is to be tamped down after the addition of every 150mm. The surface is to be made good as required.

On each completed section of the laid and jointed cable, the insulation resistance shall be tested to approval with an approved "Megger" type instrument of not less that 500 V for low tension cables.

Earth continuity conductors are to be run with all underground cables constituting part of a low tension distribution system. Such continuity conductors are to be stranded bare copper of a cross-sectional area equal to at least half that of one live conductor of the cable, but shall not be less than

4mm² or more than 70mm². A single earth wire may be used as earth continuity conductor for two or more cables run together, branch earth wires being brazed on where required.

15.1 LAYING, JOINTING AND MAKING OFF OF ELECTRICAL CABLES

1. The use of the term "Inspector", includes the engineer or inspector of the Engineer or an empowered person of the concerned supervising consulting engineer's firm.

2. No cable is to be laid before the cable trench is approved and the soil qualification of the excavation is agreed upon by the Contractor and inspector.

3. After the cable has been laid and before the cable trench is back-filled the inspector must ensure that the cable is properly bedded and that there is no undesirable material included in the bedding layer.

4. All cable jointing and the making off of the cables must only be carried out by qualified experienced cable jointers. Helpers of the jointers may not saw, strip, cut, solder, etc. The cable and other work undertaken by them must be carried out under the strict and constant supervision of the jointer.

5. Before the Contractor allows the jointer to commence with the jointing work or making off of the cable (making off is recognized as half a joint) he must take care and ensure:

   5.1 That he has adequate and suitable material available to complete the joint properly and efficiently. Special attention must be given to ensure the cable ferrules and cable lugs are of tinned copper and of sufficient size. The length of the jointing lugs must be at least six times the diameter of the conductor,

   5.2 That the joint pit is dry and that all loose stones and material are removed,

   5.3 That the walls and banks of the joint pit are reasonable firm and free from loose material which can fall into the pit,

   5.4 That the necessary coffer-dams or retaining walls are made to stop the flow of water into the joint pit,

   5.5 That the joint pit is provided with suitable groundsheets so that the jointing

work is carried out in clean conditions,

5.6 That the necessary tents or sails are installed over the joint pit to effectively avert unexpected rainfall and that sufficient light or lighting is provided,

5.7 That the necessary means are available to efficiently seal the jointing or cable end when an unexpected storm or cloudburst occurs, regardless of how far the work has progressed,

5.8 That the cables and other materials are dry, undamaged and in all respects are suitable for the joint work or making off,

5.9 that the heating of cable oil, cable compound, plumbers metal and solder is arranged that they are at the correct temperature when required so that the cable is not unnecessary exposed to the atmosphere and consequently the ingress of moisture (care must be taken of overheating)

Flow temperatures of cable oil and compound must be determined with suitable thermometers. Cable oil and compound must not be heated to exceed the temperatures given on the containers and precaution must be taken to ensure that the tin is not overheated in one position. The whole mass must be evenly and proportionally heated.

(Temperatures of solder and plumbers metal may be tested with brown paper (testing time: 3 seconds). The paper must colour slightly - not black or burnt).

6. Before the paper insulated cables are joined, they must be tested for the presence of moisture by the cable jointers test. This consists of the insertion of a piece of unhandled insulated impregnated paper tape in warm cable oil heated to a temperature of 130 ± 5°C.
Froth on the surface of the oil is an indication that moisture is present in the impregnated insulation and the amount of the froth gives an indication of the moisture present.

7. If the cable contains moisture or is found to be otherwise unsuitable for jointing or making of the inspector is to be notified immediately and he will issue the necessary instruction to cope with the situation.

8. The joint or making off of paper insulated cables must not be commenced during rainy weather.

9. Once a joint is in progress the jointer must proceed with the joint until it is complete and before he leaves the site.

10. The jointer must ensure that the material and his tools are dry at all times, reasonably clean and absolutely free from soil.

11. Relating to the jointing of the cable the following requirements apply:

11.1 All jointing must be carried out in accordance with recognised and tried techniques and comply strictly with the instructions given by the supplier of the jointing kit.

11.2 The cables must be twisted by hand so that the cores can be joined according to the core numbers. If necessary the cable is to be exposed for a short distance to accomplish this. Under no circumstances may the cores in a joint be crossed so as to enable cores to be joined according to the core numbers. If it is not possible to twist the cables so that the preceding requirements can be met, then cores are to be joined in the normal way without any consideration of the core numbers.

11.3 Normally the cables will have profile conductors. The conductors shall be pinched with gas pliers to form a circular section, bound with binding wire so that they do not spread, and then tinned before jointing.

11.4 Jointing ferrules, the length of which are at least 6 times the diameter of the conductors, must be slid over the conductor ends to be joined and pinched tightly. Then they are soldered by means of the ladle process whilst being pinched further closed.
Use resin only as a flux. The slot opening in the ferrule must be completely filled, including all depressions.

Remove all superfluous metal with a cloth dipped in tallow. Work during the soldering process must be from top to bottom. Rub the ferrule smooth and clean with aluminum oxide tape after it has cooled down to ensure that there are not any sharp points or edges.

NB: The spaces between the conductor strands must be completely filled by soldering process and must be carried out quick enough to prevent the paper insulation from burning or drying out unnecessarily.

11.5 After the ferrules have been rubbed smooth and clean, they and the exposed cores must be treated with hot cable oil (110°C) to remove all dust and moisture. These parts are to be thoroughly basted with the oil.

11.6 The jointer must take care that his hands are dry and clean before the joint is insulated. Also the insulating tape which is to be used must first be immersed in warm cable oil (110°C) for a sufficient period to ensure that no moisture is present.

11.7 After the individual cores have been installed they must be well basted with hot cable oil and again after the applicable separator and/or belt insulation tape is applied before the lead joint sleeve is placed in position.

11.8 The lead joint sleeve must be thoroughly cleaned and prepared before it is placed on the cable and must be kept clean during the whole jointing process. Seal the filling apertures of the sleeve with tape until the sleeve is ready for compound filling.

11.9 The plumbing joints employed to solder the joint sleeve to the cable sheath, must be cooled off with tallow and the joint sleeve is to be filled with compound while it is still warm. Top up continuously until the joint is completely filled to compensate for the compound shrinkage.

11.10 The outer joint box must be clean and free from corrosion. After it has been placed in position it must be slightly heated before being filled with compound. Top up until completely full.

12. As far as cable end boxes are concerned the requirements as set out above are valid where applicable.

16. DISTRIBUTION BOARDS

In addition to clause 14 and clause 15 of Part 1 of this specification the following shall also be applicable to switchboards required for this service.

The electrical contractor shall supply and install the distribution boards as indicated on the drawings and listed in the distribution Board Schedule. All distribution boards shall comply with the quality specification in Part 3 of this specification, and be approved by the Engineer's representative.

17. SCHEDULE OF LIGHT FITINGS

The light fittings and accessories are to be according to the quality specifications in Part 3 and shall be approved by the Engineer / Engineer representative.

Symbol	Description	Lamps	Mounting	Area of Installation
	Round Bulkhead Light CFL	1 x 18W	Wall/Ceiling	Blocks A - D
	Round Downlighter	1 x 18W	Ceiling	Blocks A - D
	1.5m T8 Open Channel Fluorescent	1 x 58W	Surface of ceiling	Blocks A - D
	1.5m T8 Open Channel Fluorescent	2 x 58W	Surface of ceiling	Blocks A - D
	1.5m T8 Vapour proof Fluorescent	2 x 58W	Surface of ceiling	Blocks A - D
	Warning Emergency Strobe Light	9W	Wall/Ceiling	Blocks A
	3m Post Top light fitting c/w lamp	1x 26 W	Post Top	Parking

18. SCHEDULE OF DISTRIBUTION BOARDS

Refer to schematic drawing for distribution boards drawing numbers 0052-SSS-TCS-**000**, 0052-SSS-TCS-(**001-004**)/**3**

The front panels of normal supply sections shall be painted in distinctive colours as follows: Normal supply : Electric Orange, IP65 and powder coated.

Indicated is the probable fault level rating (kA) of the busbars.

Erupting capacity 5kA

Erupting capacity 10kA (Main Kiosk)

PART 3

QUALITY SPECIFICATION FOR MATERIAL

AND

ELECTRICAL INSTALLATIONS

QUALITY SPECIFICATION FOR MATERIAL AND EQUIPMENT OF ELECTRICAL RENOVATION AND NEW INSTALLATIONS

PART 3

TABLE OF CONTENTS

SPECIFICATION FOR ELECTRICAL INSTALLATIONS
PART 3
QUALITY SPECIFICATION FOR MATERIAL AND EQUIPMENT OF ELECTRICAL INSTALLATIONS:

1. CONDUIT AND ACCESSORIES.

The type of conduit and accessories required for the service, i.e. whether the conduit and accessories shall be of the screwed type, plain-end type or of the non-metallic type and whether metallic conduit shall be black enamelled or galvanised, is specified in Part 2 of this specification. Unless other methods of installation are specified for certain circuits, the installation shall be in conduit throughout. NO OPEN WIRING IN ROOF SPACES OR ELSEWHERE WILL BE PERMITTED.

The conduit and conduit accessories shall comply fully with the applicable SABS specifications as set out below and the conduit shall bear the mark of approval of the South African Bureau of Standards.

(a) Screwed metallic conduit and accessories: SABS 1065 parts 1 and 2.
(b) Plain-end metallic conduit and accessories: SABS 1065 Parts 1 and 2.
(c) Non-metallic conduit and accessories: SABS 950

All conduit fittings except couplings shall be of the inspection type. Where cast metal conduit accessories are used, these shall be of malleable iron. Zinc base fittings will not be allowed.

Bushes used for metallic conduit shall be brass and shall be provided in addition to lock nuts at all points where the conduit terminates at switchboards, switch-boxes, draw-boxes, etc.

Draw-boxes are to be provided in accordance with the "Wiring Code" and wherever necessary to facilitate easy wiring.

For light and socket outlet circuits, the conduit used shall have an external diameter of 20mm. In all other instances the sizes of conduit shall be in accordance with the "Wiring Code" for the specified number and size of conductors, unless otherwise directed in part 2 of this specification or indicated on the drawings.

Only one manufacture of conduit and conduit accessories will be permitted throughout the installation.

Running joints in screwed conduit are to be avoided as far as possible and all conduit systems shall be set or bent to the required angles. The use of normal bends must be kept to a minimum with exception of larger diameter conduits where the use of such bends is essential.

All metallic conduits shall be manufactured of mild steel with a minimum thickness of 1,2mm for plain-end conduit and 1.6mm in respect of screwed conduit.

NOTE

Under no circumstances will conduit having a wall thickness of less than 1,6mm be allowed in screeding laid on top of concrete slabs.

Bending and setting of conduit must be done with special bending apparatus manufactured for the purpose and which are obtainable from the manufacturers of the conduit systems. Damage to conduit resulting from the use of incorrect bending apparatus

or methods applied must on indication by the Engineer's inspectorate staff, be completely removed and rectified and any wiring already drawn into such damaged conduits must be completely renewed at the contractor's expense.

Conduit and conduit accessories used for flame-proof or explosion proof installations and for the suspension of luminaires as well as all load bearing conduit shall in all instances be of the metallic screwed type.

All conduit and accessories used in areas within 50km of the coast shall be galvanised to SABS 763.

Tenderers must ensure that general approval of the proposed conduit system to be used is obtained from the local electricity supply authority prior to the submission of their tender. Under no circumstances will consideration be given by the Engineer to any claim submitted by the contractor which may result from a lack of knowledge in regard to the supply authority's requirements.

1.2 CONDUIT IN ROOF SPACES.

Conduit in roof spaces shall be installed parallel or at right angles to the roof members and shall be secured at intervals not exceeding 1,5m by means of saddles screwed to the roof timbers.

Nail or crumpets will not be allowed.

Where non-metallic conduit has been specified for a particular service, the conduit shall be supported and fixed with saddles with a maximum spacing of 450mm throughout the installation. The contractor shall supply and install all additional supporting timbers in the roof space as required.

Under flat roofs, in false ceilings or where there is less than 0,9m of clearance, or should the ceilings be insulated with glass wool or other insulating material, the conduit shall be installed in such a manner as to allow for all wiring to be executed from below the ceilings.

Conduit runs from distribution boards shall, where possible terminate in fabricated sheet steel draw-boxes installed directly above or in close proximity to the boards.

1.3 SURFACE MOUNTED CONDUIT.

Wherever possible, the conduit installation is to be concealed in the building work; however, where unavoidable or otherwise specified under Part 2 of the specification, conduit installed on the surface must be plumbed or levelled and only straight lengths shall be used.

The use of inspection bends is to be avoided and instead the conduit shall be set uniformly and inspection coupling used where necessary.

No threads will be permitted to show when the conduit installation is complete, except where running couplings have been employed.

Running couplings are only to be used where unavoidable, and shall be fitted with a sliced couplings as a locknut.

Conduit is to be run on approved spaced saddles rigidly secured to the walls.

Alternatively, fittings, tees, boxes, couplings etc., are to be cut into the surface to allow the conduit to fit flush against the surface. Conduit is to be bedded into any wall irregularities to avoid gaps between the surface and the conduit.

Crossing of conduits is to be avoided, however, should it be necessary purpose-made metal boxes are to be provided at the junction. The finish of the boxes and positioning shall be keeping with the general layout.

Where several conduits are installed side by side, they shall be evenly spaced and grouped under one purpose-made saddle.

Distribution boards, draw-boxes, industrial switches and socket outlets etc., shall be neatly recessed into the surface to avoid double sets.

In situations where there are no ceilings the conduits are to be run along the wall plates and tie beams.

In buildings where building operations are to be carried out, all surface conduit will be painted by the building contractor.

In all other instances the electrical contractor shall allow for painting of surface conduit with two coats of good quality enamel paint, and the colour shall match the surrounding building finish.

Only approved plugging materials such as aluminium inserts, fibre plugs, plastic plugs, etc., and round head screws shall be used for fixing saddles, switches, socket outlets, etc., to walls, wood plugs and the plugging in joints in brick walls are not acceptable.

1.4 CONDUIT IN CONCRETE SLABS.

In order not to delay building operations the contractor must ensure that all conduits and other electrical equipment, which are to be cast in the concrete columns and slabs, are installed in good time.

The contractor shall have a representative in attendance at all times when the casting of concrete takes place.

Draw-boxes, expansion joint boxes and round conduit boxes are to be provided where necessary. Sharp bends of any nature will not be allowed in concrete slabs.

Draw and/or inspection boxes shall be grouped under one common cover plate, and must preferably be installed in passages or male toilets.

All boxes, etc. are to be securely fixed to the shuttering to prevent displacement when concrete is cast. The conduit shall be supported and secured at regular intervals and installed as close as possible to the neutral axis of concrete slabs and/or beams.

Before any concrete slabs are cast, all conduit droppers to switchboards shall be neatly spaced and rigidly fixed.

2. PVC-INSULATED CABLES - 600/1 000 V GRADE

2.1 GENERAL

This section covers the requirements for PVC-insulated cables for general installations under normal environmental conditions.

2.2 CONSTRUCTION

2.2.1 Cables shall be manufactured in accordance with SABS 150, shall come only from fresh stocks, and shall be constructed as follows:

(a) Unarmoured cables PVC-insulated/PVC-sheathed

(b)	Armoured cables	PVC-insulated/PVC-bedded/ armoured/black extruded PVC outer sheath
(c)	Single core cables	PVC-insulated/unsheathed

2.2.2 The conductors shall be of high conductivity annealed stranded copper and the cores may be shaped or circular.

2.2.3 The insulation shall be general purpose PVC, 600/1 000V Grade.

2.2.4 The bedding shall consist of a continuous impermeable sheath of PVC extruded to fit the core or cores closely and in the case of multi-core cables, to fill the interstices between the cores.

2.2.5 Where armouring is specified it shall consist of one layer of galvanised steel wire in the case of multi-core cables and nonmagnetic metallic wire in the case of single core cables. Aluminium strip or tape armouring is not acceptable.

2.2.6 Where specified, an earth continuity conductor shall be provided in the armouring in accordance with SABS 150.

2.3 PVC-SHEATHED ALUMINIUM-COVERED CABLES

2.3.1 Aluminium-covered cables shall comprise PVC-insulated copper conductors protected by an aluminium foil tape screen and a PVC sheath.

2.3.2 Cable ends shall be made off with compression glands fitted with a neoprene ring to seal the end.

2.3.3 Aluminium sheathed cable shall be installed on surface only using matching saddles installed at suitable intervals to prevent sagging.

2.3.4 Where exposed to sunlight, the cable shall have a stabilised black outer sheath.

2.4 LENGTHS

Cable shall be manufactured and supplied in one length to the lengths specified unless these lengths exceed a standard drum length in which case a ruling shall be obtained from the Engineer.

2.5 TESTS

At the option of the Engineer, acceptance tests shall be carried out on production runs of the cable in accordance with SABS 150.

3. GLANDS FOR PVC-INSULATED CABLES

3.1 Glands to be used for terminating PVC/PVC/SWA/PVC cables shall be of the adjustable type.

3.2 Glands shall be suitable for general purpose 600/1 000 V Grade cable with steel armouring.

3.3 The glands shall be made of nickel-plated cadmium plated or in coastal area bronze or brass.

3.4 The glands shall consist of a barrel carrying a cone bush screwed into one end and a nickel-plated brass nipple carrying a nickel-plated brass or a heavy galvanised steel

locknut screwed into the other end. The galvanising shall comply with SABS 763.

3.5 Non-watertight glands must be easily converted to watertight glands by means of a waterproofing shroud and inner seal kit. On the cable entry side of the barrel a concave groove shall be provided to accommodate the top rim of the waterproofing shroud.

3.6 The shrouds shall be made of non-deteriorating neoprene or other synthetic rubber, and shall be resistant to water, oil and sunlight. The shrouds shall fit tightly around the glands and cable.

3.7 Glands shall be provided with ISO threads and shall be suitable for the specified cable sizes.

3.8 Flameproof glands shall comply with SABS 808, Groups 1, 2a and 2b.

3.9 Suitable accessories shall be provided with glands to be used on ECC armoured cables to facilitate a bolted lug connection of the earth continuity conductors. Grooves cut into the barrel or cone bush to accommodate the earth continuity conductors are not acceptable.

3.10 For unarmoured cables the cone bush and compression ring of the gland shall be replaced with a synthetic rubber compression bush and ring to provide the required grip on the outer sheath of the cable.

4. LIGHT SWITCHES

4.1 GENERAL

This section covers the requirements for switches for use in general installations under normal environmental conditions.

4.2. FLUSH AND SURFACE MOUNTED SWITCHES

4.2.1 All switches shall be suitable for mounting in 100 x 50 x 50mm boxes shall comply with SABS 163 and shall bear the SABS mark.

4.2.2 Switches shall be of tumbler operated micro gap type rated at 16A, 220/250V.

4.2.3 Switches shall have protected terminals for safe wiring.

4.2.4 Contacts shall be of silver material.

4.2.5 On multi-lever switches, it shall be possible to individually change any of its switches.

4.2.6 The yoke strap shall be slotted to allow for easy alignment.

4.2.7 The covers of surface mounted switches shall have toggle protectors.

4.2.8 Where light switches are installed in partitions, they shall, where possible, be of the special narrow type intended for installation into the mullions.

4.3. WATERTIGHT SWITCHES

4.3.1 Watertight switches shall be of the microcap type suitable for surface mounting and shall bear the SABS mark.

4.3.2 The housing shall be of galvanised cast iron or die cast aluminium with watertight cover plate and toggle.

4.3.3 The switch shall have a porcelain base and a quick acting spring mechanism and shall be

Rated at 16A, 220/250V.

4.3.4 The ON/OFF position shall be clearly marked on the switch housing.

4. CEILING SWITCHES

4.4.1 Ceiling switches shall be rated at 10A, 220/250V and shall be suitable for ceiling mounting on a round conduit box.

4.4.2 The switch shall be made of high impact strength nylon material.

4.4.3 Adequate space shall be provided within the unit for ease of wiring.

4.4.4 The switch colour shall be white and shall be fitted with a nylon cord 1,25m long.

4.5. COVER PLATES

4.5.1 Cover plates shall be finished in ivory coloured baked enamel, anodised bronze or aluminium unless otherwise specified.

4.5.2 Cover plates shall overlap the outlet to cover wall imperfections.

4.5.3 Cover plates shall comply with SABS 1084.

5. UNSWITCHED AND SWITCHED SOCKET-OUTLETS

5.1. GENERAL

This section covers the requirements for unswitched and switched socket-outlets for use in general installations under normal environmental conditions.

5.2. FLUSH AND SURFACE MOUNTED SWITCHED SOCKETS

5.2.1 All switched socket-outlets shall be suitable for mounting in 100 x 100 x 50mm or 100 x 50 x 50mm boxes, shall comply with SABS 164.

5.2.2 Switches shall be of the tumbler operated micro gap type rated at 16A, 220/250V.

5.2.3 Terminals shall be enclosed for safe wiring.

5.2.4 Contacts shall be of silver material.

5.2.5 Safety shutters shall be provided on live and neutral openings.

5.2.6 The yoke strap shall be slotted to allow for easy alignment.

5.2.7 The covers of surface mounted switched socket shall have toggle protectors.

5.5.2.8 Miniature circuit-breakers shall be used in lieu of a switch where specified.

5.2.9 Where 13A flat pin switched socket-outlets are specified, these shall comply with BS 1363.

5.3. WATERTIGHT SWITCHED SOCKETS

5.3.1 The housing of watertight switched sockets shall be of galvanised cast iron or die cast aluminium with watertight machined joints.

5.3.2 The switch shall have a porcelain base and a quick-acting spring mechanism and shall be rated at 16A, 220/250V.

5.3.3 The ON/OFF positions shall be clearly marked on the switch housing.

5.3.4 The socket openings shall be rendered watertight by means of a gasketed cover plate which is screwed onto the body of the unit. The cover plate shall be secured to the body of the unit by means of a chain.

5.4. UNSWITCHED SOCKET-OUTLETS

5.4.1 Unswitched socket-outlets shall only be used in the case of 5A, 220/250V, 3-pin socket-outlets intended for the connection of recessed light fittings installed in false ceilings.

5.4.2 The socket-outlets shall have shuttered live and neutral openings.

5.4.3 The socket-outlets shall be suitable for installation in pre-punched wiring channels, deep round conduit boxes, 100 x 50 x 50mm or 100 x 100 x 50mm boxes.

5.5. THREE-PHASE SWITCHED SOCKET-OUTLETS

5.5.1 Three-phase switched socket-outlets shall have 5 pins, one for each phase, neutral and earth. The current rating shall be as specified in the Detail Technical Specification.

5.5.2 The units shall be interlocked to prevent switching on if the plug top is not installed.

5.5.3 The units shall be supplied complete with plug top.

5.5.4 The live terminals shall be shrouded and shall be completely safe when the plug top is removed.

5.5.5 Samples shall be submitted to the Engineer for approval prior to the installation.

5.6. SHAVER SOCKETS

Not part of this contract

6. TUBULAR FLUORESCENT LAMP LUMINAIRES FOR INTERIOR APPLICATIONS

6.2. GENERAL

6.2.1 To promote work creation in South Africa, the luminaire should preferably be manufactured within the Republic of South Africa and should have a local content of at least 50%.

6.2.2 If the luminaire offered is of foreign origin, full specifications on technical performance and quality must be submitted and full reasons shall be given why the unit had to be imported.

6.2.3 **A sample luminaire shall be provided for evaluation and approval by the Electrical Engineer prior to installation.**

6.2.4 Luminaires, associated equipment and control gear shall be new and unused and shall be supplied complete with lamps, control gear, diffusers, mounting brackets, etc. and shall be delivered to site in a protective covering.

6.2.5 Lamps shall be delivered separately.

6.3. STANDARDS

The following latest edition standard specifications of the South-African Bureau of Standards shall apply to this luminaire specification:

6.3.1 SABS 1119: Interior luminaires for fluorescent lamps.
6.3.2 SABS 1250: Capacitors for use with fluorescent and other discharge lamp ballasts.
6.3.3 SABS 890: Ballast's for fluorescent lamps.
6.3.4 SABS 1464: Safety of luminaires.
6.3.5 SABS 1479: Glow starters for fluorescent lamps.
6.3.6 SABS IEC 400: Lamp holders for tubular fluorescent lamps.
6.3.7 SABS 1041: Tubular fluorescent lamps for general service.
6.3.8 SABS 1247: Coatings applied by the powder-coating process.
6.3.9 SABS 783: Baked enamels.
6.3.10 SABS 0142: The wiring of Premises
6.3.11 Any standard referred to in the above specifications.

6.4. PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

6.4.1 AREAS OF APPLICATION: The luminaires are intended for standard indoor use in buildings under the control of the Engineer of Public Works.

6.4.2 FIXING: The luminaires shall be suitable for mounting in or against ceilings as described in the project specification.

6.4.3 ENVIRONMENTAL: Unless otherwise specified in the detail specification the luminaires shall be suitable for operation in ambient temperatures between -10°C and +25°C.

6.4.4 SAFETY: The luminaire shall bear the SABS 1464 safety mark.

i. NOISE: Noisy ballasts will not be accepted and shall be replaced at no cost to the Engineer. All ballasts shall comply with the requirements of the latest edition of SABS 890, Part 1.

6.5. GENERAL TECHNICAL REQUIREMENTS

6.5.1 GENERAL

6.5.1.1 Tubular fluorescent lamp luminaires shall comply fully with SABS 1119 and all amendments as well as the additional requirements of this specification. Luminaires shall bear the SABS mark, or at least have a SABS Certificate of Compliance.

6.5.1.2 The Engineer reserves the right to have samples of luminaires offered tested by the SABS for compliance with SABS 1119. If a sample luminaire is found not to comply with SABS 1119 the cost of such tests shall be borne by the Tenderer.

6.5.2 CONSTRUCTION

6.5.2.1 A luminaire shall consist of a ventilated body manufactured of cold rolled sheet steel not less than 0,8mm thick, suitably braced or stiffened to prevent distortion. The body shall be of sufficient strength for the mounting of the entire luminaire.

6.5.2.2 The luminaire shall be designed to accommodate the control gear, wiring, lamp holders and, where applicable, the diffuser and reflectors. It shall be possible to reach the control gear without disconnecting wiring or removing the luminaire.

6.5.2.3 Except for mounting holes and/or slots and the required openings in air-return luminaires, the back of the body channel shall be closed over the full length of the luminaire.

6.5.2.4 Suitable knockouts shall be provided in the rear of the luminaire body for wire entry.

6.5.2.5 All components, including screws, bolts and nuts utilised in the construction of the luminaire or fixing of its components, shall be corrosion proof. Cadmium plated or stainless steel materials are preferred.

6.5.3 INTERNAL WIRING

6.5.3.1 Luminaires shall be completely wired internally. Conductors shall be protected with grommets where they pass through holes in the body.

6.5.3.2 The wiring shall be totally metal enclosed to prevent any possible contact with live components while changing lamps.

6.5.3.3 The conductor insulation shall be rated to withstand the temperature inside the luminaire body without deterioration.

6.5.3.4 The wiring shall terminate on a suitable terminal block having screw down plates bearing on the wires. Terminals where screws bear down directly on wires will not be acceptable.

6.5.3.5 An earth terminal, welded to the luminaire body, shall be provided. To ensure good earth continuity the earth terminal shall not be spray painted. The earth conductor shall be connected to this terminal by means of a crimped lug.

6.5.4 LAMP HOLDERS

Lamp holders shall preferably be of the telescopic spring-loaded type. Where twist-lock type lamp holders are provided, the mounting of the holders shall be able to accommodate the tolerances experienced in the length of lamps and in the manufacture of luminaires.

6.5.5 CONTROL GEAR

6.5.5.1 The control gear, ballasts, capacitors and starters shall be designed and manufactured to suit the control circuitry adopted. All luminaires shall operate on a switch-start basis.

6.5.5.2 Ballasts shall comply with SABS 890 and SABS 891, suitable for operation on 220V to 250V, 50Hz supplies.

6.5.5.3 Ballasts shall further be suitable for the particular luminaire to ensure that the thermal limits specified in paragraph 3.5 of SABS 1119 are not exceeded.

6.5.5.4 Starters shall comply with SABS 1479 or with BS 3772 if it is not covered by SABS 1479. Starters with metal cans shall contain integral earthing facilities to earth the can upon insertion.

6.5.5.5 Starters shall be accessible from the outside of the luminaire, and the replacement of the starter shall not necessitate the removal of lamps.

6.5.6 CAPACITORS

Capacitors shall comply with SABS 1250. The power factor of each complete fitting shall be corrected to at least 0,85.

6.5.7 LAMPS

6.5.7.1 Fluorescent lamps shall be suitable for the control circuitry used. Lamps shall comply with SABS 1041.

6.5.7.2 If no colour is specified in the Detail Technical Specification, the light colour shall correspond to colour 2 (4 300K) of SABS 1041.

6.5.7.3 Lamps of the same colour (Cool White) shall be provided for an entire installation unless specified to the contrary.

6.5.7.4 There shall be no visible flicker in the lamps and lamps shall readily strike when switched on. Faulty lamps or ballasts shall be replaced at no cost to the Engineer.

6.6. PHOTOMETRIC DATA

Photometric data sheets of the luminaire as prepared by a laboratory that complies with SABS requirements, shall be submitted with the luminaire.

6.7. TECHNICAL INFORMATION

The Tenderer shall include full technical particulars regarding the luminaire offered with the tender.

6.8. CHANNEL LUMINAIRE

6.8.1 Channel luminaires shall consist of a ventilated, enclosed channel body with one or more lamps as specified in the project specification. The channel body shall house the ballast, capacitor, terminals and internal wiring.

6.8.2 Provision shall be made for the addition of reflector wings and/or diffusers.

6.8.3 Three sets of mounting slots and knock-outs suitable for mounting onto standard round conduit boxes and/or 20mm diameter conduit pendant rods, shall be provided in the rear of the channel, one in the centre and one approximately one sixth from each end.

6.8.4 A knockout suitable for a 20mm diameter conduit entry shall be provided at each end of the channel. The distance between the back of the luminaire and centre of the knockout shall be approximately 25mm.

6.8.5 The knockouts shall be positioned on the centre line of the channel.

6.8.6 The body channel shall incorporate a removable cover acting as a reflector, manufactured of cold rolled steel, not less than 0,8mm thick, designed and mounted to completely cover the interior of the body channel and its contents and extending over the full length of the luminaire up to the lamp holders.

6.8.7 The reflector shall be firmly held in position with a latching device consisting of knurled, coin slot, captive screws. Plastic, used as a spring mechanism, is not acceptable as a fixing device for reflectors. The action of the latching device shall not deteriorate due to use and/or ageing.

6.9. INDUSTRIAL LUMINAIRES

6.9.1 Industrial type luminaires shall consist of a basic channel luminaire fitted with detachable side reflectors.

6.9.2 The reflectors shall be manufactured of cold rolled steel, not less than 0,8mm thick.

6.9.3 The reflectors shall be designed to improve the downward light output ratio and decrease the upward light output ratio to a value of less than 2%.

6.10. DECORATIVE LUMINAIRES

6.10.1 Decorative luminaires shall incorporate an injection moulded prismatic acrylic diffuser or a high-grade optical reflector covering the entire reflecting surface of the luminaire.

6.10.2 The diffuser shall be hinged or easily removable for maintenance and lamp replacement. Optical reflectors shall be hinged.

6.10.3 Decorative luminaires with diffusers shall be constructed and so installed to prevent the ingress of dust and insects.

6.10.4 Highly polished reflectors shall be protected and carefully handled and to prevent fingerprints showing on the surface.

6.10.5 Surface mounted luminaires on suspended ceilings shall be arranged to suit the grid and shall fit tightly against the ceiling.

6.11. RECESSED LUMINAIRES

6.11.1 Recessed luminaires shall be suitable for mounting in the ceiling structure specified in the project specification.

6.11.2 The attachment of the prismatic diffuser or reflector shall be similar to that specified in paragraph 10 above.

6.11.3 The diffuser or reflector shall fit flush with the ceiling and the only visible portion shall be the reflector or diffuser.

6.11.4 Should the luminaire be so designed that a surrounding frame is visible, then this frame shall be manufactured of anodised aluminium. The frame shall form a neat trim with the ceiling. The corners of the surrounding frame shall be mitred and reinforced.

6.12. LOW-BRIGHTNESS LUMINAIRES

6.12.1 The luminaire shall be provided with an aluminium louver with V-shaped longitudinal vanes and extruded stepped cross-shielding plates.

6.12.2 Louvers shall be constructed from high purity aluminium (99,98%), chemically brightened and anodised.

6.12.3 The total Light Output Ratio (LOR) shall be 62% or better. In the plane between 60(and 90(from the vertical, the LOR shall be below 3%.

6.13. LOW GLARE LUMINAIRES

6.13.1 The luminaire shall be provided with a die-formed, bright anodised high-purity aluminium (99,98%) louver with parabolic reflecting surfaces in both directions.

6.13.2 The total LOR shall be 62% or better. In the plane between 60 and 90(from the vertical), the LOR shall be less than 1,3%

6.14. LUMINAIRES FOR USE IN AREAS WITH VISUAL DISPLAY TERMINALS

6.14.1 The luminaire shall have anodised specular louvers to provide the brightness control required for this type of application.

6.14.2 At angles between 60 and 90(from the vertical) the luminance shall not exceed 200cd/m2.

6.14.3 At the above angles the LOR shall be less than 0,6%. At angle between the vertical and 60 the LOR shall be 61% or better

7. AIR CONDITIONING UNITS

7.1. The installation of Air Conditioning Units shall comply with the relevant SABS regulations .All environmental regulations and relevant standards must be adhered to.

7.2. The contractor shall supply all the air conditioning units and all necessary material to complete the installation.

8. EARTHING ELECTRODES

8.1. GENERAL

This section covers uncoated, coated and metal clad circular rod electrodes intended to provide an earth in soil for electrical and lightning arrestor systems.

8.2. CATEGORY AND TYPE

8.2.1 Only the following type of earth rods shall be used:

1(a) - Solid copper.

1(b) - Solid stainless steel.

2(a) - Solid steel with bonded copper protection.

2(b) - Solid steel with plated copper protection.

2(c) - Solid steel with a shrunk-on copper jacket.

3 - Solid steel with a shrunk-on stainless steel jacket.

4 - Galvanised steel.

8.2.2 Bare aluminium is not acceptable as an electrode material.

8.2.3 All rods shall be solid and of circular cross section with length as specified in the Detail Technical Specification.

8.2.4 The nominal diameter of the earthing rods shall not be less than 16mm unless the rods are specified for placing in pre-drilled holes in which event the minimum nominal diameter shall not be less than 12 mm.

8.3. COUPLINGS AND CONDUCTOR CLAMPS

8.3.1 Earthing electrodes shall be provided with (n-1) couplings where n = number of rods supplied.

8.3.2 Rods designed for coupling by means of external sleeves shall be provided with an adequate quantity of hydrocarbon or silicon grease to be applied to the coupling before the joint is made.

8.3.3 Rods designed for coupling by means of internal pins or splines shall be provided with thin-walled tubes and hydrocarbon or silicon grease to seal the joint.

8.3.4 Conductor clamps shall be provided to suit the type and size of rods provided and the type and size of conductor specified in the Detail Technical Specification.

8.3.5 The material of the clamps shall be electrolytic compatible with the rod and conductor materials.

8.3.6 Where brazed or welded connections are specified, the supplier of the rods shall stipulate at least two types of metals which are compatible with the rod and conductor materials.

8.3.7 An adequate number of driving caps or bolts shall be supplied with the rods to protect the ends of the earthing rods whilst being driven into hard soil.

9. SWITCHBOARDS (Up to 1 kV)

9.1. GENERAL

1.1 Scope

This section covers the manufacturing and testing of flush mounted, surface mounted and floor standing switchboards for general installations in normal environmental conditions and for system voltages up to 1 kV.

9.1.2 Size

All switchboards shall be of ample size to accommodate the specified switchgear and provide space for future switchgear. For every 4 (or part of 4) 5/10kA circuit-breakers on a switchboard, space for an additional 5/10kA circuit breaker shall be allowed unless future space requirements are clearly specified. For circuit breakers above 5/10kA, this factor shall be 15 %. The clearance between adjoining switchgear openings shall be as specified in par. 6.2.

9.1.3 External Dimensions

The maximum allowable height of free standing switchboards is 2,2 m. Cubicle type boards may be up to 2,4 in height if they can be fully dismantled into individual cubicles. Where, due to space restrictions, a board exceeds 2,4m in height, equipment not normally requiring access, shall be installed in the top section, enabling equipment normally requiring access to be installed lower down in the board. All other specified external dimensions for switchboards shall be strictly adhered to. If the clearances specified in par. 6.2 cannot be adhered to as a result of restricting external dimensions, the Contractor shall obtain the approval of the Engineer before manufacturing the switchboards.

9.1.4 Moisture and Vermin

All switchboards shall be rendered moisture proof and vermin proof and shall be adequately ventilated. Refer to par. 4.10 and 4.11.

9.1.5 Load Balance

The load shall be balanced as equally as possible across multiphase supplies.

9.2. CONSTRUCTION OF FLUSH MOUNTED SWITCHBOARDS

9.2.1 Standard

Flush mounted switchboards shall comply fully with SABS 1180, part I unless the depths of the switchboards are specified, the depths shall be determined in accordance with par. 6.

9.2.2 Expanded Metal

Where switchboards are to be built into 115 mm thick walls, expanded metal shall be spot-welded to the rear of the bonding trays. The expanded metal shall protrude at least 75 mm on each tray side to prevent plaster from cracking.

9.2.3 Knock-outs

Knock-outs shall be provided in the top and bottom ends of each switchboard tray to allow for the installation of conduits for the specified and future circuits. Knock-outs shall be provided for an equal number of 20 mm and 25 mm dia. conduits.

9.2.4 Panel

Front panels shall have machine punched slots for housing the specified and future flush mounted
Switch gear. The distance between the inside of the closed doors and the panel shall not be less than 20 mm. No equipment nay be mounted on the panel unless the panel is permanently hinged to the switchboard frame.

9.2.5 Fixing of Front Panels

The front panel shall be secured to the architrave frame by means of 6mm studs and chromium-plated hexagonal domed nuts, hank nuts or captive fasteners. Alternatively the panel may be secured to the architrave frame by means of two pins at the bottom and a latch or lock at the top of the panel. Self-tapping screws will not be allowed. All front panels shall be provided with a minimum of one chrome plated handle.

9.2.6 Door Handles and Catches

Switchboard doors shall be equipped with handles and catches. Locks shall only be provided when specified. In all cases where lockable doors are required and in all cases where the switchboard doors are higher or wider than 450 mm, handles consisting of a push-button-and-handle combination with spring loaded catch or rotary handle-and-catch combination shall be installed. Switchboard doors smaller than 450 mm in height and width may be equipped with spring loaded flush mounted ring type latches. Square key operated catches are not acceptable unless specified.

9.3. CONSTRUCTION OF SURFACE MOUNTED SWITCHBOARDS

9.3.1 Standard

Surface mounted switchboards shall comply with SABS 1180, Part II.

9.3.2 Switchboard Tray

Surface mounted switchboards shall be equipped with a 1,6mm minimum sheet steel reinforced tray, suitably braced and stiffened to carry the chassis, door and equipment.
Lugs to secure the switchboard to a vertical surface shall be provided.

9.3.3 Construction

All joints shall be welded or securely bolted. The tray shall be square and neatly finished without protrusions. The front tray sides shall be rounded with an edge of at least 20mm to accommodate flush doors.

9.3.4 Chassis

A sheet steel chassis for the mounting of equipment shall be bolted to the tray and shall comply with the requirements of par. 6.1 and 6.3.

9.3.5 Front Panel and Door

The front panel and door shall comply with par. 2.4 to 2.6 above. Doors shall fit flush in the tray when closed.

9.3.6 Dimensions

Unless the depth of the switchboards is specified, the dimensions shall be determined in accordance with the requirements of par. 6.2 and 6.3.

9.4. CONSTRUCTION OF FREE STANDING SWITCH BOARDS

9.4.1 Framework

A metal framework for free standing switchboards shall be manufactured from angle iron, channel iron or 2mm minimum folded metal. A solid U-channel base frame, sufficiently braced to support all equipment and span floor trenches and access holes shall be provided. Switchboards shall be of cubicle design with 2mm side panels forming divisions between cubicles. The maximum allowable cubicle width is 1,5m. (Refer also to par. 4.7). Joints shall be non-continuously butt-welded. Welds shall be ground smooth and the joint wiped with plumber's metal in order to provide a smooth finish. Switchboards wider than 2m shall be fitted with screwed eye-bolts attached to the framework to facilitate loading and transportation of the board.

9.4.2 Rear and Side Panels

The rear panels shall be removable and shall be manufactured from 2mm minimum sheet steel. The panels shall have returned edges which are recessed in the frame or which fit over lips on the switchboard frame. The panels shall be secured to the frame by means of studs and chromium-plated hexagonal domed brass nuts or hank nuts or captive fasteners equal or similar to "DZUS" or "CAMLOC". Where switchboards are intended for installation in vertical building ducts or against walls, the rear and side panels may consist of a single folded sheet which is either bolted or welded to the frame or which forms part of the folded metal frame.

9.4.3 Front Panels

9.4.3.1 The front panels of floor standing switchboards shall preferably be hinged except where flush mounted equipment prevents this. Alternatively, panels shall be secured by means of the methods described in par. 2.5. The panels shall be arranged in multi-tiered fashion to allow for the logical grouping of equipment in accordance with par. 6.

9.4.3.2 The hinged front panels shall have a dished appearance with 20mm upturns which fit over a lip on the switchboard frame. Alternatively the hinged panels shall have folded edges and shall be fitted flush or slightly recessed in the switchboard frame. The latter method shall be used where doors are required. (Also refer to par. 4.6). Corners shall be welded and smoothed.

9.4.3.3 The panels shall be of 2mm minimum sheet steel with machine punched slots to allow for the flush mounting of instrumentation, switchgear toggles and operating handles. A minimum clearance of 50mm shall be maintained between the rear of equipment mounted on the panels (taking into account terminals or other projections) and the frame and chassis of the switchboard. Separate panels shall preferably be provided for the mounting of instrumentation and for covering flush mounted switchgear. Enclosed switchgear with front panels e.g. combination fuse-switch units, may be flush mounted in the board in lieu of separate hinged panels.

9.4.3.4 Hinged panels shall be suitably braced and stiffened to carry the weight of flush mounted equipment and to prevent warping.

9.4.3.5 Hinged panels with flush mounted equipment and hinges of adequate strength to ensure smooth and reliable operation shall support panels higher than 600mm. 16mm pedestal or similar heavy duty hinges with single fixing bolts may be used on panels smaller than 600mm. On the larger panels long pedestal type hinges with two fixing bolts per hinge are preferred. Piano hinges are not acceptable for this application.

9.4.3.6 A tubular chromium-plated handle shall be fitted on each panel. The handle may be omitted if "DZUS" or "CAMLOC" fasteners are used.

9.4.3.7 Blanking plates shall be fitted over slots intended for future equipment. These plates shall be fixed in a manner which does not require the drilling of holes through the front panel. Dummy circuit-breakers may be fitted where applicable.

9.4.3.8 Front panels containing live equipment such as instrumentation or control switches, shall be bonded to the switchboard frame with a braided copper earth trap with an equivalent cross-sectional area of at least 4mm^2.

9.4.4 Securing of Front Panels

Hinged panels shall be secured in position by means of square key operated non-ferrous fasteners designed to draw the panels closed or similar quick-release fasteners. Self-tapping screws are not acceptable. Where non-hinged removable panels are specified, they shall be secured in position by means of 6mm studs and hexagonal chromed brass dome nuts and washers or hank nuts. Non-hinged removable panels may alternatively be secured in position by means of two pins at the bottom and a latch or lock at the top.

9.4.5 Chassis

A suitably braced chassis for the mounting of switchgear and equipment shall be firmly secured to the frame of the switchboard. The chassis shall be designed so that the switchgear can be installed in accordance with par. 6. Circuit-breakers and isolating switches which are not of the moulded-case air-break type and the insulators of busbars for ratings of 200 A and more may be secured directly to the framework. (Refer to par. 6.1).

9.4.6 Doors

(a) Doors need only be provided when specified. Doors shall be arranged in multi-tiered fashion to allow for the logical grouping of equipment in accordance with par. 6.

(b) Doors shall have a dished appearance with a minimum of 20 mm upturns which fit over a lip on the switchboard frame or shall fit flush in the switchboard frame. Corners shall be welded and smoothed.

(c) Doors shall be of aluminium sheet steel with machine punched slots to allow for the flush mounting of instrumentation, control and protection equipment. Switchgear shall be flush mounted in the front panels behind the doors unless specified to the contrary. A minimum clearance of 50mm shall be allowed between the rear of equipment mounted on doors (including terminals and projections) and the frame, front panel and chassis).

(d) Doors shall be suitably braced and stiffened to carry the weight of the equipment and to prevent warping.

(e) Hinges for doors shall be provided as described in par. 4.3.5. At least three hinges shall be provided on doors higher than 1,2m.

(f) Doors shall be fitted with handles consisting of a pushbutton-and-handle combination with spring loaded catch or a rotary handle-and-catch combination. Flush mounted ring type handles or square key operated latches are not acceptable. The same key shall fit all locks on the switchboard in cases where locks are required.

(g) Doors shall be fitted with hypalon or neoprene seals.

(h) Doors containing any electrical equipment shall be bonded to the switchboard frame with a braided copper earth w re with an equivalent cross-sectional area of at least 4mm².

9.4.7 Sections

For ease of transportation and to facilitate access to the allocated accommodation, switchboards may be dismantled into cubicles or sections. Each section shall be rigidly manufactured to ensure that damage to the switchgear will not occur during transportation and handling. Where required, switchboards shall have temporary wood or steel bracing to protect switchgear and facilitate handling.

9.4.8 Grouping of Switchgear

The switchgear shall be logically arranged and grouped as described in par. 6. Depending upon the number and size of components, a common front panel may be installed over one or more groups of equipment. All equipment shall be installed in accordance with the requirements of par. 6.

9.4.9 Cable Gland Plate

A cable gland plate shall be installed across the full width of each power cubicle at a minimum height of 300mm above the bottom of the switchboard to house the cable glands. A Steel cable channel or other approved support shall be provided to carry the weight of the cable and remove mechanical stress from the cable glands. A minimum distance as required by the bending radius of outgoing cables shall be provided between the lowest terminals of major equipment and the gland plate.

9.4.10 Ventilation

Switchboards shall be properly ventilated, especially cubicles containing contactors, transformers, motor starters, lighting dimmers and other heat producing equipment. Louvres shall be fitted to provide adequate upward or cross ventilation. All louvres shall be vermin proofed with 1,5mm brass mesh or perforated steel plate internally spot welded over the louvres. The internal ambient temperature shall not exceed 40 C.

9.4.11 Vermin Proofing

Free standing boards shall be protected against vermin, especially from below- Where cables have to pass through the gland plate, rubber grommets shall be provided and enough non-hardening compound shall be delivered with the board so that these holes can be sealed properly after installation of the cables.

9.5. CONSTRUCTION OF MAIN LOW TENSION SWITCHBOARDS

Main low tension switchboards and sub-main low tension switchboards heavily equipped shall comply with par. 4.1 to 4.11 as well as the following exceptions or additions:

(a) These boards shall be fully extensible with removable busbar cover plates in the side panels.

(b) Doors shall not be supplied unless specifically called for.

(c) Switchgear and equipment shall be installed in accordance with the requirements of par. 6.

(d) Provision for metering equipment shall be made in accordance with requirements of local authorities where applicable.

9.6. MOUNTING OF EQUIPMENT

9.6.1 The mounting of equipment shall comply with SABS 1180 where applicable. Equipment to be mounted on the chassis shall be mounted by bolts, washers and nuts or by bolts screwed into tapped holes in the chassis plate. In the latter case the minimum thickness of the chassis plate shall be 2,5 mm. The latter method shall not be used where boards will be subject to vibration or mechanical shocks. Self-tapping screws will not be accepted.

9.6.2 Space Requirements

In designing the switchboards the following requirements shall be strictly adhered to:-

(a) A minimum of 50 mm between any piece of equipment and the frame or internal partitioning. This minimum space is required on all sides of the equipment. In the case of a single row of single-pole circuit-breakers the spacing on one side of the row may be reduced to 25 mm if the incoming side of the circuit-breakers is busbar connected.

(b) A minimum of 75 mm between horizontal rows of equipment. The maximum outside dimensions of equipment shall be considered.

(c) Circuit-breakers up to a fault rating of 10 kA may be installed adjacent to each other. For higher ratings a minimum of 40 mm shall be allowed between circuit-breakers or isolators.

(d) Sufficient space shall be provided for wiring allowing for the appropriate bending radius.

(e) Space for future equipment shall be allowed as described in par. 1.2.

9.6.3 Mounting of Chassis

The chassis of flush mounted and smaller surface mounted boards shall be mounted in accordance with SABS 1180. For all free standing switchboards and surface mounted switchboards where the main switch rating exceeds 100 A (triple-pole), space for wiring shall be provided between the chassis and tray. This space shall be adequate to install the supply cable behind the chassis and terminate on the main switch without sharp bends in the cable cores.

9.6.4 Grouping of equipment

9.6.4.1 Equipment shall be arranged and grouped in logical fashion as follows:

(a) Main switch - to be installed either at the top or bottom of the board.

(b) Short circuit protection equipment - fuse gear or fuse-switches.

(c) Change-over contactors or other contactors controlling the supply.

(d) Motor supplies.

(e) Fuse-switches for outgoing circuits.

(f) Other circuits and equipment.

9.6.4.2 Where a portion of the equipment on the switchboard is supplied from a standby power source, the change-over contactor and the associated equipment shall be grouped in a separate compartment.

9.6.4.3 Where earth leakage units are required, the associated circuit-breakers shall be installed adjacent to the unit.

9.6.5 Mounting of Circuit-Breakers

All moulded-case circuit-breakers shall be flush mounted with only the toggles protruding. Miniature circuit-breakers may be installed in clip-in trays mounted on the frame. All other circuit-breakers shall be bolted to the chassis. Special provision shall be made for large main switches when designing the framework. Care shall be exercised that the rear studs of circuit-breakers are properly insulated from the steel chassis. Where necessary, insulating material shall be installed between the rear studs and the chassis. Circuit-breakers shall be installed so that the toggles are in the up position when "ON" and down when "OFF".

9.6.6 Instrumentation

All metering instruments shall be flush mounted in the front panel or door. The rear terminals of instruments mounted on doors shall be covered with an insulating material to prevent accidental contact. Current transformers for metering shall be mounted so that the rating plate is clearly visible. Fuses for instrumentation shall be mounted in an easily accessible position and clearly marked.

9.6.7 Mounting of Fuses

9.6.7.1 Fuse holders shall be mounted semi-recessed in the front panel so that fuses can readily be changed without removing the front panel. Busbar mounted fuses for instrumentation shall be used as far as possible.

9.6.7.2 Where equipment requiring fuses is specified on a board (fuse switches etc), a ruling shall be obtained from the Engineer on the quantity of spare fuses to be provided.

9.6.8 Equipment in Main Boards

Equipment in main low tension switchboards and sub-main boards shall be grouped in individual compartments. Equipment shall be installed as follows:

9.6.8.1 Rack-out type air circuit-breakers shall be mounted in the bottom section, flush behind the panel with the handle only protruding. If this is not possible, the panel shall be omitted and the air circuit-breakers installed behind a door.

9.6.8.2 If the main switch is a moulded-case circuit-breaker or isolator it shall be flush mounted.

9.6.8.3 Contactors controlling the supply shall be installed behind separate front panels.

9.6.8.4 All metering, protection and indicating equipment shall be clearly visible from the front of the board. Current transformer ratios and multiplication factors shall be clearly marked. Where doors are specified the equipment shall be installed flush in the doors and covered as described in par. 6.6.

9.6.8.5 All circuit-breakers and fuses (with the exception of fuse-switches) may be grouped together behind one or more panels as described in par. 4.8.

9.6.8.6 Fuses or fuse-switches providing back-up protection for circuit breakers, shall be grouped with the associated circuit-breakers. Exposed surfaces of fuse-switches shall be of the same finish and colour as the rest of the board where practical.

9.7. BUSBARS IN SWITCHBOARDS

9.7.1 Application

9.7.1.1 Busbars shall be manufactured of solid drawn high conductivity copper with a rectangular cross-section in accordance with the latest edition of SABS 784, SABS 1195 and BS 159 and BS 1433, where applicable.

9.7.1.2 Although SABS 784 refers only to overhead or rising busbars, busbars in switchboards shall comply with applicable sections of this specification especially as far as insulation and clearance values, creepage distance, joints, insulation resistance, dielectric strength, deflection test, absorption resistance and rated short time withstand current are concerned.

9.7.1.3 Busbars shall be supplied for the following applications:

(a) Distribution of supply voltage.

(b) Connection of equipment with ratings exceeding the current rating of 70mm² conductors (par. 8.6).

(c) Connection of outgoing circuits with current ratings in excess of that allowed for 70mm² conductors (par. 7.8).

(d) Collector bars for parallel cables (par. 8.1).

(e) Connection bars for neutral conductors (par. 7.9).

(f) Earth busbars (par. 7.10).

(g) Connections to miniature circuit-breakers (par. 8.6).

9.7.2 See Part C15 for further details.

9.8. WIRING

9.8. 1 Cabling

Cables connected to incoming or outgoing circuits shall be terminated on the gland plate supplied for this purpose. (Refer to par. 4.9). Power cables up to and including 70 mm² may terminate on clamp type terminals where the clamping screws are not in direct contact with the conductor. Connection to the equipment can then be made with cables that are similarly connected to the clamp terminal. All power cables larger than 70mm² terminate on busbars that are connected to the associated equipment. Parallel incoming or outgoing cables shall be connected to a collector busbar without crossing the conductors.

9.8.2 Terminal Strips

External wiring for low voltage, control, interlocking, alarm, measuring and DC circuits shall terminate on numbered wiring terminals complying the with Engineer's standard specification for "WIRING TERMINALS", Section C9. The correct terminal size as recommended by the manufacturer for each conductor to be connected shall be used

throughout. The terminal numbers shall appear on the wiring diagrams of the switchboard. Terminals for power wiring shall be separated from other terminals. Terminals for internal wiring shall not be interposed with terminals for external circuits. All connections to terminals shall be identified as described in par. 8.8. Where switchboards consist of separate sections, the control wiring passing between sections shall be terminated on strips in each section so that control wiring can be readily re-instated when reassembling the board.

9.8.3 Current Ratings

The current rating of conductors for the internal wiring shall be sufficient for the maximum continuous current that can occur in the circuit. This value shall be determined from the circuit-breaker or fuse protection of the circuit.

TABLE 17.3

CURRENT RATING FOR INTERNAL WIRING

Nominal cross-section mm²	CONDUCTOR RATING (A)				
	Number of conductors in bunch				
	1	2 - 3	4 - 5	6 - 9	10 and more
2,5	28	25	22	19	16
4	37	33	30	26	22
6	47	42	38	33	28
10	64	54	51	44	38
16	85	76	68	59	51
25	112	101	89	78	67
35	138	124	110	96	88
50	172	154	137	120	103
70	213	191	170	149	127

The above table shall be applied for ambient temperatures up to 30 C. (Refer to table 41.2 in VDE 0100). For higher ambient temperatures the values shall be derated as prescribed by SABS 0142, Table 10.

9.8.4 Internal Wiring

(a) Standard 600/1 000 V grade PVC-insulated stranded annealed copper conductors to SABS 150 shall be employed for the internal power wiring of switchboards. The smallest conductor size to be used for power wiring in switchboards shall be 2,5mm². Flexible cord of minimum size 1,0mm² may be used for control wiring.

(b) Where heat generating equipment is present and the internal temperature of the board is likely to exceed 50 C, silicon-rubber insulated stranded conductors shall be used.

(c) Wiring shall be arranged in horizontal and vertical rows and shall be bound with suitable plastic straps or installed in PVC wiring channels. Under no circumstances may PVC adhesive tape be used for the bunching of conductors or for the colour identification of conductors.

(d) Bunched conductors shall be neatly formed to present a uniform appearance without twisting or crossing the conductors. Conductors leaving the harnesses shall be so arranged that they are adjacent to the chassis.

(e) Conductors to hinged panels and doors shall be secured on both the door and the

frame and shall be looped between the two points. The loop shall be arranged to produce a twisting motion when the door is opened or closed. A flexible protection sleeve shall be installed over the conductors.

(f) Where wiring channels are used, they shall be installed horizontally and vertically. Under no circumstances may power and control circuit wiring be installed in the same wiring channels.

Channel shall not be more than 40% full.

(g) All wiring between different Panels within the same switchboard shall be installed in wiring channels.

(h) Grommets shall be installed in each hole in the metalwork through which conductors pass.

(i) All wiring shall be installed away from terminals, clamps or other current carrying parts. Wiring shall also be kept away from exposed metal edges or shall be protected where they cross metal edges.

(j) Conductors may be jointed at equipment terminals or numbered terminal strips only. No other connections are allowed.

(k) Where conductors change direction, smooth bends shall be formed with a radius of at least 5 times the outside diameter of the conductor or harness.

(l) Where screened cables are specified, the screening shall be earthed in the switchboard or control board only unless clearly specified to the contrary, Screened cables entering control boxes through pressed knock-outs, shall terminate in compression glands. Conductors shall as far as possible remain inside the screening at terminations. Where conductors have to separate from the screen, the braiding shall be separated and the conductors drawn through the braid without damaging the braiding. The conductors shall then be connected to their respective terminals and the screening smoothed and connected to the earth terminal.

(m) Where neutral connections are looped between the terminals of instruments, it is essential that the two conductor ends be inserted into a common lug or ferrule and are crimped or soldered together in order that the neutral connection is not broken when the conductors are removed from one of the instruments.

(n) Wiring should as far as possible be confined to the front portions of switchboards for ease of access. This requirement is important for wiring between smaller circuit-breakers and the associated main circuit-breaker as well as the wiring from circuit-breakers to lighting and socket-outlet circuits.

(o) A maximum of two conductors will be allowed per equipment terminal. Where more conductors must be connected to the same equipment terminal (e.g. a main circuit-breaker feeding other circuit-breakers), stub busbars shall be provided for the various conductors. Refer also to par. 8.6.

9.8. 5 Load End Connections

The supply end connections to all equipment shall under all circumstances be at the top and the load end connections at the bottom.

9.8.6 Wiring to Circuit-breakers

Equipment with a rating exceeding the current rating of 70mm² conductors shall be connected by means of busbars to the main busbars. Looped connections may only be

installed for a maximum of two outgoing circuits. Where there are more than two outgoing circuits, busbars shall be used and equipment connected individually to the busbars. Where miniature circuit-breakers are mounted in continuous rows and supplied by busbars connected to each MCB, each busbar shall be supplied by a separate conductor. This conductor shall be connected to the busbar by means of a separate lug and not via an MCB terminal.

9.8.7 Conductor Terminations

Conductors connected to terminals complying with the Engineer's standard specification for "WIRING TERMINALS", Section C9, need not be soldered or ferruled. Connections to circuit-breakers, isolators or contactors shall be made by one of the following methods:

(a) A ferrule of the correct size,

(b) soldering the end of the conductor, or

(c) winding a conductor strand tightly around the end to totally cover the end.

All conductors terminating on meters, fuse holders and other equipment with screwed terminals shall be fitted with lugs. The lugs shall be soldered or crimped to the end of the conductor. The correct amount of insulation shall be stripped from the end to fit into the terminal. Strands may not be cut from the end of the conductor.

9.8.8 Identification

9.8.8.1 The colour of the conductors for all 220/250 V circuits shall correspond to the colour of the supply phase for that circuit. Neutral conductors shall be black.

9.8.8.2 All other conductors in the board, supplying control circuits, etc. shall be coded in colours other than those specified above. A colour code shall be devised for each board and the colour code shall be shown on the wiring diagrams.

9.8.8.3 All conductors that terminate at wiring terminals and all conductors used for the internal wiring of the switchboard, shall further be identified at both ends by means of durable cable marking ferrules. PVC or other tape is not acceptable.

9.8.8.4 The numbers on the markers shall be shown on the wiring diagrams.

9.9. PAINT FINISH

Metal components of the framework, panels and chassis shall be painted in accordance with the Engineer's "STANDARD PAINT SPECIFICATION", Section C39.

9.10. LABELLING

9.10.1 Care shall be taken to ensure that all equipment is fully labelled and that accurate descriptions and safety warning notices appear in three official languages (English, Afrikaans Zulu and SeTswana).

9.10.2 Material

Engraved plastic or ivory sandwiched strips shall be used throughout. The strips shall bear white lettering on a black background for normal labels and red letters on a white or yellow background for danger notices.

9.10.3 Main Switchboards

Main switchboards and sub-main switchboards shall be supplied with the following bilingual labels:

(a) Number and allocation of switchboard.
Example:

CONTROL BOARD A4
BEHEERBORD A4

Lettering: at least 10 mm high prominent position. Label on the outside in a prominent position.

(b) Designation of busbar sections.
Example:

BUSBAR SECTION 2
GELEISTAMSEKSIE 2

Lettering: at least 10mm high. Label on the outside in a prominent position.

(c) Designation of all switchgear including circuit-breakers, isolators, contactors, etc. If the current rating of circuit-breakers is not clearly marked on the equipment, the value shall be indicated on the engraved label.
Example:
SUPPLY TO BOARD C3
TOEVOER NA BORD C3
PUMP SUPPLY
POMPTOEVOER
Letters at least 5mm high. Label on the outside of the switchboard.

(d) All other equipment including meters, instruments, indicator lights, switches, push-buttons, circuit-breakers, fuses, contactors, control relays, protection relays, etc. shall be identified. The function of the equipment and circuits shall be clearly indicated. The main switch shall be labelled as such and designated:

"SWITCH OFF IN CASE OF EMERGENCY"
"SKAKEL AF IN NOODGEVAL"

Flush mounted equipment within doors or front panels shall be identified with labels fixed to the doors or front panels respectively. The labels for equipment installed behind panels, shall be fixed to the chassis close to the equipment. If this equipment is positioned too close together to accommodate descriptive engraved labels, the equipment may be identified by a code or number on an engraved label which shall be fixed close to the equipment. The code number shall be identified on a legend card which shall be installed on the switchboard behind a plastic or other protective cover.

9.10.4 Other Switchboards

All equipment on switchboards shall be identified with the necessary bilingual labels. The circuit numbers shall appear at grouped single-pole circuit-breakers. The circuit numbers shall correspond to the circuit numbers on the final installation drawings. The above-mentioned circuits shall be identified on a legend card, which shall be installed on the inside of the switchboard door, or in any other position where it can conveniently be observed. All fuses, including instrument fuses, shall have labels stating function, fuse rating and duty or type where applicable. All other equipment shall be identified separately and their functions shall be clearly indicated.

9.10.5 Fixing of Labels

9.10.5.1. Labels shall not be fixed to components or trunking but to doors, panels, chassis or other permanent structures of the switchboard.

9.10.5.2. Engraved strips shall be secured to facilitate a neat alteration of the designation of the labels. Sufficient fixing points shall be provided to prevent labels from warping. Labels in slotted holders shall be secured in position to prevent unauthorised removal. Labels may be secured by the use of brass bolts and nuts, self-tapping screws, slotted label holders or pop-rivets.

9.11. TESTS

11.1 The Engineer shall be notified when the mechanical construction of the switchboard, i.e. frame, panels and base frame, is complete in order that it may be inspected at the factory.

11.2 Function tests of all equipment, control and interlocking circuits shall be conducted to the satisfaction of the Engineer. Testing equipment and facilities including instruments, dummy loads and additional switchgear and cables shall be provided by the Contractor at no extra cost. The Engineer shall be notified in writing two weeks in advance of any test to be conducted, to allow its representative to be present at such tests. A complete report on the tests shall be handed to the Engineer.

9.12. DRAWINGS

9.12.1 Drawings for Approval

A set of three prints of the shop drawings for the switchboards shall be submitted to the Engineer for approval before the boards are manufactured. The following information shall be presented:

(a) A complete wiring diagram of the equipment on the boards.

(b) A complete layout of the arrangement of the switchboards indicating all equipment dimensions and the construction of the boards. The positions and method of fixing and sizes of busbars shall be shown.

(c) All labelling information in both the official languages on a separate sheet.

(d) The make, catalogue number and capacity of all equipment such as isolators, circuit-breakers, fuses, contactors, etc.

The approval of drawings shall not relieve the Contractor of his responsibility to the Engineer to supply the switchboards according to the requirements of this Specification.

9.12.2 Final Drawings

A complete set of "as-built" transparent drawings of all switchboards shall be submitted to the Engineer within two weeks after delivery of the boards. The following information shall be presented:

(a) Item (a) to (d) of the previous paragraph.

(b) Terminal strip numbers, numbers and colours of conductors connected to the terminal strips and numbers and colours of the conductors utilised for the internal wiring.

(c) A separate schedule of all equipment.

9.12.3 Manuals

Three sets of manuals for all specified main and sub-main switchboards shall be supplied to the Engineer at no extra cost. These manuals shall include the following information :

(a) Complete information on the operation of the equipment.
(b) Complete information for maintenance of the equipment.
(c) Brochures and ordering information.

(d) A complete equipment list indicating quantities and relevant catalogue numbers.

9.12.4 Completion

The supply contract shall be regarded as incomplete until all tests have been conducted successfully and all drawings and manuals have been handed to the Engineer

10. MOULDED-CASE CIRCUIT-BREAKERS

10.1. This section covers single or multi pole moulded case circuit breakers for use in power distribution systems, suitable for panel mounting, for ratings up to 1 000 A, 600 V, 50 Hz.

10.2. The circuit breakers shall comply with SABS 156.

10.3. The continuous current rating, trip rating and rupturing capacity shall be as specified.

10.4. The contacts shall be silver alloy and shall close with a high pressure wiping action.

10.5. Where specified, the circuit breaker shall be capable of accommodating factory fitted shunt trip or auxiliary contact units or similar equipment.

10.6. The operating handle shall provide clear indication of "ON", "OFF" and "TRIP" positions.

10.7. The mechanism shall be of the TRIP-FREE type preventing the unit from being held in the ON position under overload conditions.

10.8. All moulded case circuit breakers in a particular installation shall as far as is practical be supplied by a single manufacturer.

10.9. The incoming terminals of single pole miniature circuit breakers shall be suitable for connection to a common busbar.

10.10. The circuit breaker shall have a rating plate indicating the current rating, voltage rating and breaking capacity.

10.11. Extension type operating handles shall be provided for units of 600 A rating and above.

11. EARTH LEAKAGE RELAYS

11.1. Earth leakage relays shall be single or three-phase units with a sensitivity of 30mA, with associated circuit breaker or on-load switch for use on 220/250V single phase or 380/433 V three phase, 50 Hz, supplies.

11.2. The units shall be suitable for installation in switchboards in clip-in trays or bolted to the chassis.

11.3. The earth leakage relay shall function on the current balance principle and shall comply with SABS 767 as amended, and shall bear the SABS mark. Integral test facilities shall be incorporated in the unit.

11.4. Circuit breakers with trip coils used integrally with earth leakage units (two pole for single phase units and three pole for three phase units) shall comply with SABS 156.

11.5. On-load switches used integrally with earth leakage units (two pole for single-phase units and three pole for three phase units) shall comply with SABS 152.

11.6.1. The fault current rating of the unit shall be 2,5kA or 5kA as required, when tested in accordance with SABS 156.

12. MICRO-GAP SWITCHES

12.1. Micro-gap switches shall be suitable for ratings up to 400 A at 660 V (triple pole) and may be used for main and distribution switches in domestic applications, offices, small factories and similar applications.

12.2. Double pole switches shall be suitable for voltages up to 230V ± 10%.

12.3. The switches shall comply with SABS 152.

12.4. Micro-gap switches may be used on AC circuits only.

12.5. Metal clad and moulded casings are acceptable.

12.6. Micro-gap switches shall be capable of carrying rated current continuously and making and breaking rated current.

12.7. Heavy, fully accessible, brass terminals with two screws each shall be provided to facilitate easy wiring. Contacts shall have large contact surfaces, made from high quality material such as solid silver.

12.8. The "ON" and "OFF" positions and the rating of the switch shall be clearly and indelibly marked.

13. INDICATOR LIGHTS

13.1. Indicator lights shall be of neon, incandescent (filament) or LED types. Lamp voltages shall suit the supply or control voltage. Lamps shall be derated for continuous duty by using economy resistors or using input voltages at least 20 % lower than the rated lamp voltages.

13.2. Where LED's are used as indicators on main supply voltages a suitable current limiting capacitor and reverse voltage protection diode shall be used. For low AC or DC voltages (+ 24 V) a current limiting resistor will suffice.

13.3. Indicator lights shall comply with BS 1050 where applicable.

13.4. Indicator lights shall be suitable for installation in switchboard panels and doors and shall consist of interchangeable lenses, lamp base, suitably rated and accessible terminals and a chromed screw-on retaining ring or other suitable means to secure the units.

13.5. It shall be possible to replace lamps from the front of the panel without the use of tools.

13.6. Surface mounted indicator lights shall be housed in purpose-made boxes with suitable cover plates.

13.7. Indicator lights shall be equipped with standard removable legend plates. Alternatively, the function shall be clearly indicated by means of labels or by engraving on the lenses.

13.8. All indicator lights for a specific application or switchboard shall be from the range of one manufacturer and shall preferably be of the same size and shall use the same lamp types.

13.9. The following are the preferred colours for indicator lights:

(a)	RED	: Abnormal state.	
(b)	YELLOW	: Attention or caution. (or amber)	
(c)	GREEN	: Ready for operation.	
(d)	WHITE	: Circuit live or circuit operating	(or clear) normally
(e)	BLUE	: Any function not covered by the above colours.	

14. TRIPLE POLE ON-LOAD ISOLATORS

14.1. This section covers switches suitable for panel mounting for use in power distribution systems up to 600 V, 50 Hz. Switches for motor isolation are included.

14.2. The switches shall be of the triple pole, hand operated type complying with SABS 152.

14.3. The switches shall have a high speed closing and opening feature.

14.4 The switches shall be suitably rated for the continuous carrying, making and breaking of the rated current specified as well as the through-fault current capacity as specified.

14.5. To distinguish the switches from circuit breakers the operating handles shall have a distinctive colour and/or the switch shall be clearly and indelibly labelled "ISOLATOR".

15. TIME SWITCHES

15.1. Time switches shall be of single-pole type, suitable for 220/250 V systems, with contacts rated for the duty to be performed with a minimum rating of 15A. Contacts shall be of high quality material, e.g. silver-plated or solid silver.

15.2. The clock shall be driven by a self-starting, hysteresis synchronous motor, keeping accurate mains time. All clocks shall be controlled by an electrically wound escapement providing the main spring with a minimum of 15 hours reserve in case of a power failure. The main spring shall be kept fully wound without the use of slipping clutch devices that may wear and fall out of adjustment.

15.3. The main spring shall have a minimum of 15 hours reserve under full load and if fully discharged, shall be completely rewound within 15 minutes of the restoration of power.

15.4. An external manual bypass switch shall be provided to permit the circuit to be switched "ON" or "OFF" manually without affecting the operation of the time switch.

15.5. The time switch shall have a 24 hour dial, with day and night indication, that can be set to switch in 30 minute steps. The dial shall be fitted with 48 tappets corresponding to 48 change-over operations in a 24 hour period.

15.6. The time switch shall be fitted with a day omission dial comprising a total of 14 tappets which can be set to switch in 12 hour steps.

15.7. The time switch shall be housed in a dust-tight moulded plastic or metal case, consisting of a plastic clip-on front cover and a moulded plastic or metal base. Time switches to be used for surface mounting on walls shall be provided with a suitably positioned 20mm conduit knock-out.

16. CONTACTORS

16.1. Contactors shall be of the open or totally enclosed, triple- or double-pole, electromechanically operated, air-break type suitable for 380/433 V or 220/250 V supplies and shall comply with SABS 1092.

16.2. Contactors shall have the following characteristics:

(a) Enclosed coil easily replaceable.

(b) A permanent air gap in the magnetic circuit to prevent sticky operation.

(c) Provision for quick and simple inspection of contacts.

(d) Clearly marked main and auxiliary terminals.

16.3. All parts shall be accessible from the front.

16.4. Contactors which are not located in switchboards shall be housed in enclosures which comply with IP 54 of IEC 144.

16.5. The current rating of the contactor shall be as specified for the circuit with a switching duty in accordance with the SABS 1092 or IEC 158-1, utilisation category ACI for lighting and power circuits and utilisation category AC3 for motor starting.

16.6. In addition to the required current carrying capacity and switching duty of a contactor, the contactor chosen for a particular application shall be rated for the maximum through fault current allowed by the back-up protection devices at the point where the contactor is installed. Careful co-ordination of short circuit devices shall take place.

16.7. All laminations of the magnetic system of the contactor shall be tightly clamped. Noisy contactors will not be accepted.

16.8. Non-current-carrying metallic parts shall be solidly interconnected and a common screwed earth terminal shall be provided. The contactor shall be earthed to the switchboard earth bar.

16.9. Latched contactors shall be provided with a trip coil and a closing coil. The contactor shall remain closed after de-energising the closing coil and shall only trip on energising the trip coil.

16.10. Contactor operating coils shall have a voltage rating as required by the control circuitry and shall have limits of operation and temperature rise as specified in Clause 7.5 and Table IV of IEC 158-1. Latched contactors shall be capable of being tripped at 50 % of the rated

coil voltage.

16.11. Contactors for normal/standby changeover circuits shall be electrically and mechanically interlocked. Contactors in star-delta starters shall be electrically interlocked.

16.12. Contactors with provision to add auxiliary contacts and convert auxiliary contacts on site are preferred. Contactors with permanently fixed auxiliary contacts shall have at least 1 x N/0 and 1 x N/C spare auxiliary contacts in addition to the contacts specified for control purposes and in addition to contacts required for self-holding operations or economy resistances. Where the number of auxiliary contacts required is greater than the number of contacts that can be accommodated on the contactor, an auxiliary relay or additional contactor shall be provided to supply the additional contacts.

16.13. It shall be possible to replace main contacts without disconnecting wiring.

16.14. Auxiliary contacts shall be capable of making, carrying continuously and breaking 6A at 230V AC, unity power factor for contactors used on 380-433/220-250 V systems.

16.15. Auxiliary contact functions required e.g. "lazy" contacts, late-make, late-break, make-before-break, etc. shall be inherent in the contact design. Under no circumstances may these functions be improvised by bending contacts, loading contacts, etc. These functions shall be available in all contactors.

16.16. Spare auxiliary contacts shall be wired to numbered terminal strips in the switchboard and shall appear on the switchboard drawings.

16.17. All contactors on a specific project shall be from a standard range of one single manufacturer, unless specified to the contrary.

17. STANDARD PAINT SPECIFICATION

17.1. FINISH REQUIRED

Metalwork of electrical equipment such as switchboards, equipment enclosures, sheet steel luminaire components, purpose-made boxes, etc. shall be finished with a high quality paint applied according to the best available method. Baked enamel, electrostatically applied powder coating or similar proven methods shall be used.

17.2. CORROSION RESISTANCE

Painted metal shall be corrosion resistant for a period of at least 168 hours when tested in accordance with SABS Method 155.

17.3. EDGES

Care shall be taken to ensure that all edges and corners are properly covered.

17.4. SURFACE PREPARATION

Surface preparation shall comply with SABS 064. Prior to painting, all metal parts shall be thoroughly cleaned of rust, mill scale, grease and foreign matter to a continuous metallic finish. Sand or shot blasting or acid pickling and washing shall be employed for this purpose.

17.5. BAKED ENAMEL FINISH

17.5.1 Immediately after cleaning all surfaces shall be covered by a rust inhibiting, tough, unbroken metal-phosphate film and then thoroughly dried.

17.5.2 Within forty eight (48) hours after phosphatising, a passivating layer consisting of a high quality zinc chromate primer shall be applied, followed by two coats of high quality alkyd-based baked enamel.

17.5.3 The enamel finish on metal luminaire components shall comply with SABS 783, Type III.

17.5.4 Other metal parts e.g. switchboard panels, etc., shall comply with SABS 783, Type IV with a minimum paint thickness after painting of 0,06mm. In coastal areas, the dry film thickness shall be increased to at least 0,1mm.

17.5.5 The paint shall have an impact resistance of 5,65 J on cold-rolled steel plate and a scratch resistance of 2 kg.

17.6. POWDER COATED FINISH (NOT TO BE USED LESS THAN 50km FROM SEASIDE)

17.6.1 Immediately after cleaning the metal parts shall be pre-heated and then covered by a microstructure paint powder applied electrostatically.

17.6.2 The paint shall be baked on and shall harden within 10 minutes at a temperature of 190 C.

17.6.3 The minimum paint thickness after baking shall be 0,05 mm. The dry film thickness shall be increased in coastal areas. The paint cover shall have an impact resistance of 5,65 J on cold-rolled steel plate and a scratch resistance of 2kg.

17.7. TOUCH-UP PAINT

In the case of switchboards and larger equipment enclosures, a tin of matching touch-up paint not smaller than 1 litre shall be provided.

17.8. COLOURS

17.8.1 The colour of HV switchboards and HV switchgear enclosures shall be "DARK ADMIRALTY GREY", colour G12 of SABS 1091.

17.8.2 The colour of LV switchboards and equipment enclosures in buildings shall be "LIGHT ORANGE", colour B26 of SABS 1091 as recommended in SABS 0140, Part II unless specified to the contrary.

17.8.3 The colour of LV distribution kiosks and miniature substations shall be "AVOCADO GREEN", colour C17 or "LIGHT STONE", colour C37 of SABS 1091.

17.8.4 The standby power section of LV switchboards in buildings shall be coloured "SIGNAL RED", colour All of SABS 1091.

17.8.5 Switchboards for No-Break Power Supplies or sections of switchboards containing No-break power supplies, shall be coloured "DARK VIOLET", colour FO6 or "OLIVE GREEN", colour HO5 of SABS 1091

PART 4: BILLS OF QUANTITIES

MASHESHELENG PRIMARY SCHOOL

ELECTRICAL WORKS

GENERAL NOTES

1. This Bill of Quantities forms part of, and must be read in conjunction with the specification.

2. The Electrical Engineer will check the completed bill of Quantities and reserves the right to adjust any individual price and to rectify any discrepancy whilst the total tender price as quoted remains unaltered.

3. The unit rate for each item in the Bills of Quantities shall include for all materials, labour, profit, transport, etc., everything necessary for the execution and complete installation of the work in accordance with the description.

4. The Bills of Quantities shall not be used for ordering purposes. The Contractor shall check the lengths of cables and overhead conductors on site before ordering any of the cables. Any allowance for off-cuts shall be made in the unit rates.

5. No alterations, erasure or addition is to be made in the text of the Bill of Quantities. Should any alteration, erasure or addition be made it will not be recognised but the original wording of the Bill of Quantities will be adhered to.

6. The rates shall exclude Value-Added Tax and the total carried over to the final summary in PART A which is the main contract document.

7. All material covered by this Specification shall, wherever possible, be of South African manufacture.

PART 5

SCHEDULE OF MATERIAL

PART 5: MATERIAL SCHEDULE ELECTRICAL & MECHANICAL INSTALLATIONS

The contractor shall complete the following schedules and submit them to the Representative/Agent within 21 days of the date of the acceptance of the tender.

The schedules will be scrutinised by the Representative/Agent and should any material offered not comply with the requirements contained in the specification, the Contractor will be required to supply material in accordance with the contract at no additional cost.

NB: **Only one manufacturer's name to be inserted for each item.**

Item	Material	Make or trade name	Country of origin
1.	Distribution boards		
2.	Circuit breakers 1P, 2P, 3P		
3.	On load isolators without trips		
4.	Contactors 1P, 2P, 3P		
5.	Earth leakage relays 1 phase		
6	Daylight sensitive switch		
7	Conduit		
8	Conduit boxes		
9	Surface switches		
10	Watertight switches		
11.	16A flush socket outlets		
12.	16A surface socket outlets		
13.	16A watertight socket outlets		
14	Type B2 Round Bulkhead Light CFL, 1 x 18W, wall/ceiling mount		
15	Type D1 Round Down lighter, 1 x 18W, ceiling mount		
16	Type F1 1.5m T8 Open Channel Fluorescent, 1 x 58W, surface mount		
17	Type F2 1.5m T8 Open Channel Fluorescent, 2 x 58W, surface mount		
18	Type W 1.5m T8 Vapour proof Fluorescent, 2 x 58W, surface mount		
19	9 W Warning Emergency strobe light		
20	3m Post Top Light fitting c/w lamp		

NOTE:

Should the contractor wish to supply materials other than that originally offered, prior written approval must be obtained from the Representative/Agent before any orders are placed.

CONTRACTOR:

_____

SIGNED: _____

DATE: _____

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 6
JOINT VENTURE AGREEMENT

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

Joint Venture Agreement
(March 2004)
(First Edition of CIDB document 1017)

1. **PREAMBLE**

This agreement is made and entered into by and between

_____

_____

_____

of the first part and

_____

_____

_____

of the second part and

_____

_____

_____

of the third part.

(allow for additional parties as necessary).

Whereas the foregoing parties have resolved to form a Joint Venture under the title of

_____

_____

_____

for the exclusive purposes of securing and/or executing the Contract to be awarded by

(name of Employer)

to the KZN Department of Public Works in respect of the following project:

for *(brief description of Contract)*

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

Now it is hereby agreed as follows :

2. **DEFINITIONS AND INTERPRETATION**

2.1 Definitions

The following words and expressions shall have the meanings indicated, except where the context otherwise requires. Defined terms and words are, in general, signified in the text of the Agreement by the use of capital initial letters, but the absence of such letters does not necessarily signify that a term, or word, is not defined.

'Agreement' means the agreement between the Members of the Joint Venture and includes this model form of agreement together with the Preamble, Specific Provisions, if any, Schedules 'A', 'B' and 'C' and any relevant Documents prepared prior to the signing of the Agreement and appended thereto.

'Contract' means the contract with the Employer for the supply of the Deliverables, for the purposes of securing and executing which, the Joint Venture has been formed.

'Deliverables' means the works and/or services, equipment, materials, goods, etc. to be furnished by the Joint Venture to the Employer in terms of the Contract.

'Document' means any written, drawn, typed, printed, or photographic material, which relates to the Agreement.

'Employer' means the person, or body, which is to award the Contract and will employ the Joint Venture if it is awarded the Contract.

'Joint Venture' means the joint venture formed by the Members in accordance with the Agreement.

'Management Committee' means the body established in terms of the Agreement to manage all aspects of the work of the Joint Venture in securing and executing the Contract and in meeting the provisions for the Agreement.

'Member' means a person, or body which, being a party to the Agreement, is a member of the Joint Venture.

'Member's Interest' means the proportion expressed as a percentage, which the total monetary value of all resources provided and contributions made by a Member towards the execution by the Joint Venture of the Contract bears to the total of such values by all Members and, unless otherwise indicated in the Agreement, represents the extent to which the Member participates in the fortunes of the Joint Venture.

'Representative' means the person representing a Member on the Management Committee.

'Schedules' means Schedules 'A', 'B' and 'C' which set out general, financial and other information relating to the Members and the obligations, duties, rights, risks and benefits arising from their participation in the Joint Venture.

'Specific Provisions' means the variations, if any, required to this standard form of agreement for the specific purposes of the Agreement.

2.2 Interpretation

Unless inconsistent with the context, an expression in the Agreement which denotes:

- any gender shall include the other genders
- a natural person shall include a juristic person and vice versa
- the singular shall include the plural and vice versa

2.3 Headings

The headings to clauses of the Agreement shall not be considered part thereof, nor shall the words they contain be taken into account in the interpretation of any clause.

2.4 Law

The Agreement shall be construed in accordance with and governed by the laws of the Republic of South Africa and the English language versions shall prevail.

2.5 Language

English shall be exclusively used by the Members in the preparation of Documents unless otherwise indicated.

2.6 Conflict between Agreement and Contract

Should any provision of the Agreement be in conflict with the terms of the Contract, the Agreement shall be amended to the approval of the Management Committee so as to eliminate the conflict.

3. JOINT VENTURE GENERAL

3.1 Establishment and Purpose

The Joint Venture established by the Members in terms of the Agreement is an unincorporated association with the exclusive purposes of securing and executing the Contract for the benefit of the Members.

3.2 Termination

The operation of the Joint Venture and the validity of the Agreement shall terminate if and when it becomes evident that the Joint Venture will not be awarded the Contract, or, if the Joint Venture secures the Contract, when all obligations and rights of the Joint Venture and the Members in connection with the Contract and the Agreement have ceased and/or been satisfactorily discharged.

Unless otherwise decided by the Management Committee, the Agreement shall not terminate if a Member changes its name, or is taken over by, or merged with, another body.

This agreement will terminate when any one of the Members resigns, are liquidated or opts out of this agreement and the Joint Venture will be in breach of contract with the Employer and their contract could be cancelled.

3.3 Exclusivity

Unless otherwise agreed by the Management Committee, or provided for in the Contract no Member shall engage in any activity related to the Contract other than as a Member of the Joint Venture and Members shall ensure that their subsidiaries and other bodies over which they have control comply with this requirement.

3.4 Participation of Members

Except as may otherwise be stipulated in the Agreement, each Member shall be responsible for all costs incurred by it prior to the date of inception of the Agreement.

Subsequent to the date of inception of the Agreement, each Member shall, participate in the operations, risks, responsibilities and fortunes of the Joint Venture including, inter alia, the provision of funding, sureties, guarantees, insurances, human and other resources and participation in profits and losses to the extents indicated in the Schedules. Participation in any aspect not covered in the Schedules shall, if an agreement cannot be reached between the Members, be to the same extents as indicated by the Members Interests.

3.5 Management

The affairs of the Joint Venture shall be directed and controlled by the Management Committee, as set out in Section 4 hereof.

3.6 Confidentiality

All matters relating to the Agreement and the Contract shall be treated by the Members as confidential and no such matter shall be disclosed to any third party without the prior written approval of the Management Committee.

No Member shall be party to the dissemination of publicity relating to the Contract, or the Agreement, without the prior written approval of the Management Committee and the Employer.

3.7 Assignment
No Member shall cede, assign, or in any other way make over any of its rights, or obligations, under the Agreement without the prior written consent of the Management Committee.

3.8 Subcontracting
No Member shall subcontract any obligation, work or duty for which it is, itself, responsible in terms of the Agreement without the prior written consent of the Management Committee.

3.9 Variations to Agreement
No variation, modification, or waiver of any part of the Agreement shall be of any force, or effect, unless unanimously agreed by the Members and reduced to writing.

3.10 Liability
Each Member warrants that it will indemnify the other Members against all legal liabilities arising out of, or in connection with the performance of its obligations under the Agreement.

It is acknowledged by the Members that they may be held jointly and severally liable in respect of claims against the Joint Venture by the Employer or third parties.

4. MANAGEMENT OF JOINT VENTURE

4.1 General
The affairs of the Joint Venture shall be directed, controlled and managed by the Management Committee, which, within the terms of the Agreement and the Contract, shall have full authority to bind the Members in all matters relating to the affairs of the Joint Venture.

Communication between the Joint Venture and the Employer, or third parties, relating to the Contract shall be conducted exclusively by the Management Committee, or by such person as it may delegate to perform this function.

The Management Committee shall have the power to appoint a project manager and/or such other persons as it may see fit to appoint for the purpose of executing the Contract and may delegate such of its powers, responsibilities and duties as it may consider necessary, or desirable, to persons or bodies appointed or seconded for this purpose.

Such administrative functions as are necessary to ensure the effective operation of the Management Committee shall be performed by its chairman.

4.2 Management Committee

4.2.1 *Composition*
The Management Committee shall, unless otherwise agreed by all the Members, consist of one Representative of each Member and each Member shall be obliged, at all times, to maintain a Representative on the Management Committee.

Each member shall, not later than three working days after the signing of the Agreement, appoint its Representative and notify the other Members of the name and contact details of the Representative. Such Representative shall have the power to bind the Member that he represents in all matters relating to the execution of the Contract and the performance of the Agreement.

A Member shall be entitled, after giving the other Members not less than three working days written notice of his intention to do so, appoint, remove and/or replace, an alternate who shall, at any meeting of the Management Committee from which the Representative whom he represents is absent, be vested with all rights and powers and subjected to all the obligations of the absent Representative.

The chairman of the Management Committee shall be the Representative of the Member which has the largest Member's Interest. If two, or more, Members have the same, largest Member's Interest, the chairmanship shall rotate between the Representatives of such Members at three monthly intervals, the order of rotation to be determined by ballot.

Notwithstanding the foregoing, the chairmanship of the Management Committee may be determined, or changed, at any time by unanimous decision of the Management Committee.

No remuneration shall be paid by the Joint Venture to Representatives or their alternates for serving on the Management

4.2.2 *Meetings*

Meetings of the Management Committee shall take place at such times and places as the Management Committee may determine, provided that the chairman shall convene a meeting of the Management Committee to be held not later than ten working days after he has been requested, in writing, by a Member to do so. Not less than five working days written notice of any meeting of the Management Committee shall be given to all Representatives and their alternates.

The Management Committee may permit, or invite, persons other than Representatives or alternates to attend any of its meetings, but such persons shall not have voting rights.

4.2.3 *Decisions*

Each Representative shall have one vote on the Management Committee and where, in terms of this clause, a casting vote is required, this shall be exercised by the chairman.

All decisions of the Management Committee shall, desirably, be unanimous. Accordingly, if unanimity cannot, initially, be achieved in regard to a decision, the meeting at which that decision is sought shall be adjourned for a period of 48 hours to enable Representatives to consult with their principals. If, on resumption of the adjourned meeting, unanimity can still not be achieved, the decision, provided it is not one requiring unanimity of the Members, shall be taken by majority vote and, in the event of a tie, the chairman shall exercise a casting vote.

A Member not satisfied with a majority decision of the Management Committee may declare a dispute, to be dealt with in terms of Clause 8 hereof, but the majority decision shall, nevertheless, be implemented with immediate effect.

Decisions of the Management Committee, whether taken at a meeting, or otherwise, shall be recorded in written minutes, which shall be distributed by the chairman to reach the Representatives not later than five working days after those decisions were taken. Such minutes shall be deemed to have been affirmed by the Representatives unless written notice of dissent is received by the chairman not later than three working days after receipt of the minutes by the Representative.

4.2.4 Powers and duties

The functions, responsibilities and powers of the Management Committee shall include, inter alia, those listed below:

4.2.4.1 Formulating overall policy in regard to the achievement of the objectives of the Joint Venture.

4.2.4.2 Managing the day to day affairs of the Joint Venture.

4.2.4.3 Monitoring, directing and co-ordinating the activities of the Members to ensure that the objectives of the Joint Venture are achieved and that the obligations and responsibilities of the individual Members are met.

4.2.4.4 Monitoring and controlling the financial affairs of the Joint Venture and ensuring that proper books of account and financial records relating to affairs of the Joint Venture are maintained in an approved form and submitted to the Management Committee for approval at regular intervals, which shall not be longer than one month.

4.2.4.5 Determining the necessity for and the details of any changes in the duties and responsibilities of Members provided that any resulting changes in Members' Interests shall be unanimously approved by the Members.

4.2.4.6 Determining the terms and conditions of employment of personnel and the emoluments applicable to staff seconded to the Joint Venture by the Members.

4.2.4.7 Controlling and approving the appointment of all subcontractors.

4.2.4.8 Procuring, after the completion of the Contract and the release of all bonds, guarantees and sureties given in respect of the performances of the Joint Venture and the Members, the preparation and auditing of a final set of accounts, on the basis of which the final profits, or losses, attributable to the individual Members shall be determined and any necessary adjustments effected.

5 RESOURCES OF JOINT VENTURE

The resources to be utilised by the Joint Venture in securing and executing the Contract shall, insofar as these are to be provided directly by the Members, be as set out in the Schedules and may, from time to time, be amended by decision of the Management Committee, provided that the Member's Interests are not, except with the unanimous approval of the Members, affected thereby.

Similarly, specific areas of responsibility of the Members for the performance of work and the provision of facilities shall be as set out in the Schedules and may, from time to time, be amended by decision of the Management Committee, provided that the Members' Interest are not, except with the unanimous approval of the Members, affected thereby.

5.1 Schedule 'A' (General)

Schedule 'A' shall contain general information relating to the Joint Venture including, inter alia, the following :

1. The Employer's name and address.
2. A brief description of the Contract and the Deliverables.

3. The name, physical address, communications addresses and domicilium citandi et executandi of each Member and of the Joint Venture.
4. The Members' Interests.
5. A statement indicating whether, or not, Specific Provisions apply to the Agreement.
6. A schedule of insurance policies which must be taken out by the Joint Venture and by the individual Members.
7. A Schedule of sureties, indemnities and guarantees that must be furnished by the Joint Venture and by the individual Members.

8. Details of the persons, who, in the event of failure by the Members to reach agreement on the appointments of mediator and arbitrator, will nominate appointees to these positions in terms of Clauses 8.2 and 8.3.

5.2 Schedule 'B' (Financial)
Schedule 'B' shall contain information regarding the financial affairs of the Joint Venture including, inter alia, the following :

1. The working capital required by the Joint Venture and the extent to which and manner whereby this will be provided and/or guaranteed by the individual Members from time to time.
2. The banking accounts that are to be opened in the name of the Joint Venture and the manner in which these are to be operated.

3. The rates of interest that will be applicable to amounts by which Members are in debit, or credit, to the Joint Venture.

4. The names of the auditors and others, if any, who will provide auditing and accounting services to the Joint Venture.

5. The intervals at which interim financial accounts and forecasts will be prepared for approval by the Management Committee.

6. Insofar as not covered in Schedule 'C', the basis on which contributions of various types by the Members towards the work of the Joint Venture in securing, executing, managing and satisfactorily completing the Contract, will be valued.

7. The basis on which profits and/or surplus cash will, if available from time to time, be distributed to Members.
8. The basis upon which losses, if any, are to be apportioned to Members.

5.3 Schedule 'C' (Contributions by Members)
Schedule 'C' shall set out the contributions of various types, other than cash, that will be made by the individual Members towards the work and obligations of the Joint Venture and shall, as far as possible, indicate the monetary values to be placed on such contributions, which may include, inter alia, the following :

1. Staff seconded to the Joint Venture.
2. Work carried out and services provided to, or on behalf of, the Joint Venture.
3. Plant, equipment, facilities etc. made available for use by the Joint Venture.
4. Materials and goods supplied to, or on behalf of, the Joint Venture.
5. Licences, sureties, guarantees and indemnities furnished to, or on behalf of, the Joint Venture.
6. Joint Venture Disclosure form required for the Contract.

6. BREACH OF AGREEMENT

If a Member breaches any material provision of the Agreement, or delays or fails to fulfil its obligations in whole, or in part, and does not remedy the situation within fourteen calendar days of receipt of notice from the Management Committee, or another Member, to do so, the other Members shall have the right, without prejudice to any other rights arising from the default, to summarily terminate the Agreement and re-assign the defaulting Member's rights and obligations in the Joint Venture as they see fit and withhold any moneys due to the defaulting member by the Joint Venture.

Each Member shall indemnify the other Members against all losses, costs and claims which may arise against them in the event of the Agreement being terminated as a result of breach of the Agreement by the said Member.

7. INSOLVENCY OF MEMBER

Should a Member be placed in liquidation, or under judicial management, whether provisionally or finally, or propose any compromise with its creditors, the other Members shall be entitled to proceed in terms of Clause 6, as if the Member had breached the Agreement.

8. DISPUTES

8.1 Settlement
The Members shall negotiate in good faith and make every effort to settle any dispute, or claim, that may arise out of, or relate to, the Agreement.

If agreement cannot be reached, an aggrieved Member shall, if he intends to proceed further in terms of Clause 8.2 hereof, advise all other Members in writing that negotiations have failed and that he intends to refer the matter to mediation in terms of Clause 8.2.

8.2 Mediation

Not earlier than ten working days after having advised the other Members, in terms of Clause 8.1, that negotiations in regard to a dispute have failed, an aggrieved Member may require that the dispute be referred, without legal representation, to mediation by a single mediator.

The mediator shall be selected by agreement between the Members, or, failing such agreement, by the person named for this purpose in Schedule 'A'. The costs of the mediation shall be borne equally by all Members.

The mediator shall convene a hearing of the Members and may hold separate discussions with any Member and shall assist the Members in reaching a mutually acceptable settlement of their differences through means of reconciliation, interpretation, clarification, suggestion and advice. The Members shall record such agreement in writing and thereafter they shall be bound by such agreement.

The mediator is authorised to end the mediation process whenever in his opinion further efforts at mediation would not contribute to a resolution of the dispute between the Members.

8.3 Arbitration

Where a dispute or claim is not resolved by mediation, it shall be referred to arbitration by a single arbitrator to be selected by agreement between the Members or, failing agreement, to be nominated by the person named for this purpose in Schedule 'A'.

The Member requiring referral to arbitration shall notify the other Members, in writing, thereof, not later than thirty calendar days after the mediator has expressed his opinion, failing which the mediator's opinion shall be deemed to have been accepted by all Members and shall be put into effect.

Arbitration shall be conducted in accordance with the provisions of the Arbitration Act No. 42 of 1965, as amended, and in accordance with such procedure as may be agreed by the Members or, failing such agreement, in accordance with the rules for the Conduct of Arbitrations published by the Association of Arbitrators and current at the date that the arbitrator is appointed.

The decisions of the arbitrator shall be final and binding on the Members, shall be carried into immediate effect and, if necessary, be made an order of any court of competent jurisdiction.

9. DOMICILIUM

The Members choose domicilium citandi et executandi for all purposes of and in connection with the Agreement as stated in Schedule 'A'. A Member shall be entitled to change his domicilium from time to time, but such change shall be effective only on receipt of written notice of the change by all other Members.

Member No. 1

Thus done and signed at _____ this _____ day of _____ 20___

For and on behalf of _____ *[Company]*

by *[name]* _____ who warrants his authority to do so.

_____

As witnesses 1. _____ As witnesses 2. _____

Member No. 2

Thus done and signed at _____ this _____ day of _____ 20___

For and on behalf of _____ *[Company]*

by *[name]* _____ who warrants his authority to do so.

_____

As witnesses 1. _____ As witnesses 2. _____

Member No. 3

Thus done and signed at _____ this _____ day of _____20___

For and on behalf of_____*[Company]*

by *[name]* _____ who warrants his authority to do so.

_____

As witnesses 1. _____ As witnesses 2. _____

[Allow for additional parties as necessary].

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 7

HEALTH AND SAFETY SPECIFICATION AND BILL OF QUANTITIES

public works

Department:
Public Works
PROVINCE OF KWAZULU-NATAL

Occupational Health and Safety Specification

(OHSE SPEC)

Project Name: **MASHESHELENG PRIMARY SCHOOL (Completion Contract)**

WIMS no.: 042720

OHS Rep.: S.C. Mkhize

Region: MIDLANDS REGION

District: UMZINYATHI DISTRICT

TABLE OF CONTENTS

1. Introduction

The *KwaZulu Natal Department of Public Works*is deemed as the**"Client"** in terms of the definitions of Construction Regulations of 2014as published in *Government Gazette No. 37305*.TheConstruction Regulations of 2014under *CR(5)(1)* stipulates that that the client must prepare a suitable, sufficiently documented and coherent site specific Occupational Health and Safety Specification for the intended construction work based on the baseline risk assessment.

The purpose of this Occupational Health and Safety Specification document (which hereinafter will be referred to as OHSE Spec)is to provide designers and the successful tenderer with essential OHS information to ensure effective safety management during the design and construction phase of the project.

ThisOHSE Spec forms an integral part of the contract between the Client and the Principal Contractor, so as to ensure compliance with the Occupational Health and SafetyAct, Act 85 of 1993 and its applicable regulationsand must serve as the basis for the Principal Contractor to develop his/her Project Safety, Health and Environmental Management Plan. As with any other plan for it to be implemented and managed effectively it requires the allocation of sufficient funds to achieve the objectives set out in the plan.In line with this requirement Construction Regulation 5(1)(g) requires the Client to ensure that the Principal Contractor has made adequate provisions for the cost of Health and Safety Measures in their tenders.

It must be noted that this OHSE Spec as much as it is detailed it is not exhaustive and the onus is on the Principal Contractors to ensure that they comply with Section 8 of the OHS Act, Act 85 of 1993 which states that *"Every Employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees."* this means that Principal Contractors as they are employers in their own right must at all times ensure continuous assessments are done for continued provision and maintenance of a healthy and safe working environment.

2. Definitions

For the purpose of the OHSE Spec, the abbreviations or definitions given hereunder shall apply and the reference to on gender will also apply to the other gender.

"CR" refers to the Construction Regulations 2014

"Agent (*Pr.CHSA*)" means a competent person who acts as a representative for a Client in terms of regulation (5)5.

"Client" means Department of Public Works

"Competent person" means a person who-

(a) Has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific for that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and

(b) Is familiar with the OHS Act, Act 85 of 1993 and with the applicable regulations made under the Act;

"ConstructionManager (*Site Agent*)" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"Construction Site" means a work place where construction work is being performed;

"Construction Supervisor" means a competent person responsible for supervising construction activities on a construction site;

"Construction Vehicle" means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"Construction work" means any work in connection with –

(a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
(b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

"Construction Work Permit" means a document issued in terms of regulation 3 of the Construction Regulations 2014;

"Contractor" means an employer who performs construction work;

"Demolition Work" means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"FallProtection Plan" means a documented plan, which includes and provides for-

(a) All risks relating to working from a fall risk position, considering the nature of work undertaken;

(b) The procedures and methods to be applied in order to eliminate the risk of falling; and

(c) A rescue plan and procedures;

"Health and Safety File" means a file, or other record containing the information in writing required by these Regulations;

"Health and Safety Plan" means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

"Health and Safety Specification" means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

"MedicalCertificate of Fitness" means a certificate contemplated in regulation 7(8) of Construction Regulations 2014;

"PrincipalContractor" means an employer appointed by the client to perform construction work;

"Safety Officer" – a person deemed competent by SACPCMP under the relevant category of registration.

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

3. Scope of Application

This OHSE Specification document stipulates the minimum Occupational Health, Safety, and Environmental requirements that thetenderer need to address in his/her OHSE Plan.This Specification also addresses legal compliance, hazard identification, risk assessment, risk control, and the promotion of a Health and Safety culture amongst those working on the project.

This Specification also makes provision for the protection of persons other than employees.ThisOHSE Spec is exclusively applicable to the following project pending any change of scope which may necessitate changes to the OHSE Specification;

MASHESHELENG PRIMARY SCHOOL (Completion Contract)

This OHSE Specification further seeks to achieve the following;

a) To provide Principal Contractors with the Structure of the Detailed OHSE Plans they will have to prepare and submitfor this project. ***See Annexure A***

b) Provide the overarching framework within which the Principal Contractor is required to demonstrate compliance with certain requirements for occupational health and safety established by the Occupational Health and Safety Act, Act 85 of 1993, all applicable regulations and Client Specific Requirements. ***See Annexure B***

c) To bring to the attention of the Bidding Principal Contractors that they need to make an undertaking that the costs for executing the project includes the costs of complying with the OHS Act, Act 85 of 1993, all applicable regulations including Client Specific requirements. Such undertaking is made by appending signatures on the OHS Declaration for Tenders. ***See Annexure C (Replace T2.6)***

d) Ensure that the Principal Agent as the Professional Service Provider appointed by the Department to manage the project on its behalf in terms of the Conditions of Contract applicable to this project ensures that the contents of this document and the attached Baseline Risk Assessment are taken into consideration during design by all professions appointed and that the OHSE Specification is incorporated into the tender documents. ***See Annexure D***

4. Contractual Issues

Acceptance by the Principal Contractor of the contract with KZN DOPW shall constitute acknowledgement that the Principal Contractor has familiarised him/herself with the contents of the OHSE Spec and that he/she will comply with all its obligations in respect thereof.

Due to fact that this document is based on legislative requirements, the Client requires that all Contractors comply with the requirements of this document and all other relevant legislative requirements not covered by this document.

The Client or its duly appointed Construction H&S Agentreserves the right to stop any Principal Contractor or Sub-Contractors from working whenever Safety, Health or Environmental requirements are being violated as required by regulation 5(1)(q). Any resultant costs of such work stoppages will be for the relevant Contractor's account.

The requirements as specified by the Client in this document must not be deemed to be exhaustive and the Client reserves the right to make changes as and when the Client deems fit to address issue of OHSE Compliance.

The Client will not entertain any claim of any nature whatsoever which arises as a result of costs incurred or delays being experienced due to the Contractor not complying with the requirements of this document and/or any other applicable legislative requirements imposed on the Contractor.

5. Administrative Requirements

a) Notification of Construction Work

The successful tenderer must at least within 07 working days before commencing with construction work notify the Provincial Director in writing using **Annexure "2"**. A copy of the notification once stamped by a DoL Official must be submitted to the client prior to commencing with construction work.

6. Appointment of a Fulltime/ Part time Safety Officer

The Principal Contractors will have to appoint a competent Construction H&S Officer as per the following criteria;

- *Number of employees onsite between 30 but below 50 – Part Time Safety Officer shall be appointed and will be onsite at least 2 days a week*
- *Number of employees above 50 – Fulltime Safety Officer should be appointed.*
- *Should the project require a Construction Work Permit – a Fulltime Safety Officer should be appointed.*

Further to the above criteria, should the Client or its Representative having considered the risks present and lack of compliance to the Occupational Health and Safety Act, Act 85 of 1993 and its applicable Regulations the Client or its Representative may issue an instruction that a Part/ Full Time Construction Health and Safety Officer must be appointed, such a requirement will have to be met.

Annexure A

Structure of the Detailed OHSE Plan

A detailed OHSE Plan is to be submitted by the successful tenderer as per section 8 above. The following are the minimum standard legal documentation that must form part of the OHSE Plan based on the risks attached in executing this project –

MASHESHELENG PRIMARY SCHOOL (Completion Contract)

1. The notification to commence with construction work made to the Provincial Director of Labour using Annexure 2.(*Filled in only to be submitted on approval of the Safety Plan*)
2. Letter of Good Standing with Compensation Commissioner or Compensation insurer
3. The Contractor's Health, Safety &Environmental Policy, signed by the chief executive officer, which outlines the Contractor's OHSE compliance objectives and how they will be achieved.
4. Pre-Construction risk assessment
5. Relevant checklists and registers.
6. Site specific OHSE Organogram
7. Preliminary Induction Program
8. Environmental Management Plan
9. Proof of competency for the following legal appointees;
   - *9.1. Construction Manager –(Detailed CV reflecting qualification, relevant experience and references from previous clients)*
   - *9.2. Construction Work Supervisor - Detailed CV reflecting qualification, relevant experience and references from previous clients.*
   - *9.3. Construction Health & Safety Manager – SACPCMP certificate(Necessity to be confirmed per project)*
   - *9.4. Construction H&S Officer – (SAMTRAC or equivalent*
   - *9.5. Risk Assessor – SAMTRAC or equivalent*
   - *9.6. Fall Protection Planner -SAMTRAC or equivalent*
   - *9.7. Demolition work inspector – Registered Engineer or Technologist*
   - *9.8. Electrician – wireman's licence*

Legal appointments to be appointed	
Prior Site Handover	**After Site Handover on commencement with Construction work**
• Construction Manager • Assistant Construction Manager • Construction Work Supervisor • Assistant Construction Work Supervisors • Risk Assessor • Fall Protection Planner • Demolition Inspector/supervisor	• Scaffold Erectors • Scaffold Inspectors • Excavation inspector • Explosive actuated fastening device controller • First Aider • Emergency co-ordinator • Fire Marshalls • Fire team members • Portable Electrical tool inspector • Hand tools inspector • Housekeeping inspector • Stacking and storage inspector • Temporary electrical installation inspector • Temporary works inspector • Mobile plant Operator • Flammable liquids Storage Inspector • Hazardous substance storage inspector

Annexure B

Client Specific Requirements

Items	Client Specific Requirements
Site Office location	• The location of the site office should be in an area that will not require visitors to pass through or enter area where construction work is active and will not require the re-location of the office as the project progresses.
Public Safety	• When working in a occupied facility the contractors risk assessment and subsequent safe work method statement must take into consideration the negative effect the Contractors activities may have on the health and safety of the occupants of the facility and make provisions for the implementation of all reasonably practicable measures to ensure the health and safety of the occupants of the building.
Permit Number	• Permit Number as issued by Department of Labour must to be displayed on the Project Notice Board.
Extreme weather conditions	• If the weather condition poses a threat to the health & safety of employees be it extreme heat, cold, lighting or any adverse weather condition appropriate safety measures have to be taken.
Change to scope of work	• Should there be changes to the original scope of work, the Principal Agent must inform appointed Construction Health and Safety Agent to effect changes to the OHSE Specification.
Safety Plan Submission	• The successful Tenderer must submit a copy of the detailed OHSE Plan for approval and keep the original for onsite use during construction. The principal Contractor will not be allowed to start site establishment before his/her SHE Plan has been approved in writing.
Bylaws	• ThePrincipal Contractor must incorporate any aspects of the Local Municipal bylaws which affect the, Safety and Environmental wellbeing of the employees and the public into his/her OHSE Plan and ensure compliance to such bylaws.
Risk assessment for construction work	• To comply with CR(9) and to also address environmental issues *See the attached baseline risk assessment to be considered by both the designer and the principal contractor.*
Fall protection	• To comply with CR (10), • Edge protection and protection of floor openings need to be of such a manner as to properly protect employees from falling off elevated positions or falling into floor openings
Structures	• To comply with CR (11)
Temporary work	• To comply with CR (12)
Excavations	• To comply with CR(13) and the following; • If the risk exists of a person in an excavation being enclosed in an event

	of a collapse the following will apply; shoring sufficient to prevent enclosure, any excavatedmaterial must be placed at least 1metre from the edge and at the maximum angle of repose to the horizontal. • No excavation may affect the stability of any adjoining structure or road unless steps have been taken as identified by an Engineer or a Technologist. • Adequate provisions must be made to ensure that water is drained from excavations where water may enter such excavations as a result of seepage or rain • All excavations made by the Principal or Sub Contractors must be barricaded by means of solid barricading and barricading tape may only be used to make such barricading more visible
Demolition work	• To comply with CR (14) and the following; • Demolition work may only start upon approval of the Demolition Plan by the Client or its duly appointed Agent • In the event that a structure identified for demolition incorporates substances such as, lead or asbestos it must be performed within the requirements of the applicable legislative requirements
Scaffolding	• To comply with CR(16) and the following; • Scaffolding Inspectors and Scaffolding Erectors must be different individuals. • Scaffold Harness must be used on Scaffolding, normal Harnesses may not be used on scaffolding • Sufficient Scaffolding material e.g., tags, trapdoors etc. need to be on site as determined by the activities on site • Scaffold bases may not be supported by materials such as bricks and chipboard. Suitable material needs to be used as per SANS 10085
Explosive actuated fastening device	• To comply with CR (21)
	•
Construction vehicles and mobile plant	• To comply with CR (23) and the following;
Electrical installations and machinery on construction sites	• To comply with **CR (24)**
Use and temporary storage of flammable liquids on construction sites	• To comply with **CR (25)**
Water environments	• To comply with **CR (26)**
Housekeeping and general safeguarding on construction sites	• To comply with CR (27) and the following; • Contractor to designate areas for placing refuse and rubble prior to being removed from site • Contractor must implement a daily task site clean-up for all activities these should cover work areas, stairways, walkways etc. to free of any

	construction debris obstruction. • Refuse to be separated for recycling purposes • Hazardous materials such as asbestos may not be included in general rubble and need to be disposed of as per applicable legislative requirements
Stacking and storage on construction sites	• To comply with CR (28)
Fire precautions on construction sites	• To comply with CR (29) and the following; • No smoking may be permitted on site except in designated smoking areas
Construction employees' facilities	• To comply with CR (30) and the following; • Gender signs to be placed at appropriate locations • All welfare facilities to be kept in a hygienic condition at all times • Employees to be trained in good hygiene practices
Public Safety & Signage	• The Principal Contractor engaged in construction work must ensure that each person working on or visiting a site, and the general public in the vicinity of the construction site, shall be made aware of the dangers likely to arise from onsite activities and the precautions to be observed to avoid or minimise those dangers. • Appropriate signage shall be posted at conspicuous points within and around the perimeter of the site. The steps to comply with this requirement must be outlined in the OHSE Plan. • The public or visitors may only be permitted on site if they go through an appropriate health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks • The entire project site must be secured against unauthorized access and provided with appropriate warning signage. Where roadways or walkways must be encroached or closed due to work, adequate barriers shall be installed to safely redirect the flow of vehicles and pedestrians and protect them from construction activities. • Whenever it is necessary to maintain public use of work areas (such as sidewalks, ramps, entrances to buildings, corridors, or stairways), the public shall be protected with appropriate guardrails, barricades, temporary fences, overhead protection, or temporary partitions and hoarding. The public must also be adequately protected from any work created hazards, such as excavations. Appropriate warnings, signs, warning lights and instructional safety signs shall be conspicuously posted and placed where necessary. • The public must also be protected from falling debris and objects from the project site. Overhead protection shall be provided that will fully protect the public and be capable of withstanding the maximum forces that could be applied from potential falling objects. Special attention shall also be given to developing adequate means to protect against wind-blown debris and construction-related materials.

On Site Health and Safety Training & Induction	• The Principal Contractor shall ensure that all site personnel and visitors undergo a risk-specific health & safety induction training session before starting work or being permitted to enter the site. A record of attendance shall be kept in the health & safety file. • The Principal Contractor shall ensure that, on site periodic toolbox talks take place at least once per week. These talks should deal with risks relevant to the construction work at hand. A record of attendance shall be kept in the health & safety file. The above should also cover all sub-contractors that are onsite. • All Contractors have to comply with this minimum requirement. Environmental issues to be included in toolbox talks where required.
General Record Keeping	• The Principal Contractor and all Sub Contractors must keep and maintain Health and Safety records to demonstrate compliance with this Specification, The OHS Act 85/1993; and with the Construction Regulations of 2014. The Principal Contractor shall ensure that all records of incidents/accidents, training, inspections; audits, etc. are kept in a health & safety file held in the site office, which must be present on site at all times. The Principal Contractor must ensure that every Sub Contractor opens its own health & safety file, maintains the file and makes it available on request.
Health &Safety Audits, Monitoring and reporting	• The Client or its duly appointed Agent shall conduct monthly health & safety audits. The Principal Contractor is obligated to conduct similar audits on all Sub Contractors appointed by them at least once a month. Detailed audit reportsmust be presented and discussed at all levels of project management meetingsand a copy of such audit will be provided to the Client or its duly appointed Agent within 7 working days of such audit. Copies of the Client's audit reports shall be kept in the Principal Contractors Health & Safety File.
Emergency Procedures	• The Principal Contractor shall submit a detailed Emergency Plan for approval by the Client prior to commencement on site. The plan shall detail the response procedure including the following key elements: 1. List of key competent personnel; 2. Details of emergency services; 3. Actions or steps to be taken in the event of the specific types of emergencies; 4. Information on hazardous material/situations.
First Aid Boxes and First Aid Equipment	• The appointed First Aider(s) to be in possession of a valid first aid training certificate Level 2. Valid certificates are to be kept in the Site Safety File. All Sub Contractors with more than 5 employees shall supply their own first aid box, except if otherwise agreed upon between Principal and Sub- Contractor in writing.
Accident / Incident Reporting and Investigation	• Injuries are to be categorised into Near miss, first aid, LTI, fatal etc. Fatal accidents to be reported in addition to applicable legislative requirements to the Client or its duly appointed Agent with immediate effect. The Principal Contractor must stipulate in its construction phase OHSE Plan how it will handle each of these categories. When reporting injuries to the Client, these categories shall be used. The Principal Contractor shall investigate all injuries, with a report being forwarded to the Client immediately. All Sub- Contractors have to report on the abovementioned categories of injuries to the Principal Contractor at least monthly. All categories of incidents/accidents must be in the Statistics Section of the Monthly Audit Reports, submitted to the Client or it's duly appointed Agent.

Hazards and Potential Situations	• The Principal Contractor shall immediately notify other Sub Contractors as well as the Client of any hazardous or potentially hazardous situations that may arise during performance of construction activities. • Should a hazardous situation require work stoppages, the work must be stopped and corrective steps taken such as the issue of Written Safe Work Procedures and the issue of Personal Protective Equipment.
Personal Protective Equipment (PPE) and Clothing	• The Principal Contractor must ensure that all workers are issued with the required PPE as required by the risks associated with the activities they perform .The minimum PPE to be worn on site will be Safety Shoes/Boots, Hard Hats, Overalls. No Visitors may enter the site without Safety Shoes/Boots and Hardhats. The Principal Contractor and all Sub Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times.All employees issued with PPE to be trained in correct use, records of training and issue to be kept in the Site SHE File .Procedure to be in place to deal with: • 1 Lost or stolen PPE; • 2 Worn out or damaged PPE replacement. • 3. Employees not utilising PPE as required • The above procedure applies to Principal Contractors and their appointed Sub- Contractors, as they are all employers in their own right.
Permits	1) The Principal Contractor shall prepare and issue the required written permits relating to but not limited to the following: • Hot Work • Roof Work; and • Electrical work (both temporary and permanent) • Confined Space Entry 2) The Principal Contractor must ensure that where permits are required that they are properly implemented and adhered to.
Speed Restrictions and Protections	Unless otherwise stipulated, the maximum speed limit on sites must be limited to 10 km/h. 1) Vehicle movement routes on site must be clearly indicated where applicable. 2) Signage to ensure the safe movement of vehicles on site, as well as to ensure the health and safety of all employees and visitors on site, must be displayed in strategic locations.
Hazardous Chemical Substances (HCS)	1) To comply with Hazardous Chemical Substances Regulations as published in Government Notice No. R. 1179 dated 25 August 1995. 2) In addition to the abovementioned, Material Safety Data Sheets must be kept on site for all materials, which may contain hazardous chemical substances
Vessels under Pressure (VUP)	To comply with Pressure Equipment Regulations as published in Government Notice R. 734 dated 15 July 2009.
Fire Extinguishers and Fire Fighting Equipment	1) The Principal Contractor and Sub-Contractors must allow for and provide adequate provision of regularly serviced temporary fire fighting equipment located at strategic points on site, specific for the classes of fire likely to occur. 2) The appropriate notices and signs must be allowed for and be erected as required 3) Contractors may not utilize fire protection equipment belonging to the Client without prior consent

Ladders and Ladder Work	1) The Principal Contractor must allow for and ensure that all ladders are inspected at least monthly, are in a good safe working order, are the correct height for the task, extend at least 1m above the landing, are fastened and secured and are placed at a safe angle. 2) Records of inspections must be kept in a register on site.
General Machinery	To comply with Driven Machinery Regulations as published in Government Notice No. R. 1010 dated 18 July 2003
Portable Electrical Tools and Hand Tools	1) The Principal Contractor shall ensure that all electrical tools, electrical distribution boards, extension leads, and plugs are kept in a safe working order. 2.) The Principal Contractor shall ensure that all portable electrical Equipment, is clearly numbered, inspected by a Competent appointed person and records of such inspections to be kept on record in an appropriate register on the site SHE file 3) The Principal Contractor shall allow for and ensure the following in relation to hand Tools: That a "Competent Person" undertakes routine inspections and records are kept on site. That only authorized trained persons use the tools. That safe working procedures apply. That PPE is provided and used.
High Voltage Electrical Equipment Installations and Equipment	1) All Employees must be made aware of the presence and location of High Voltage Equipment such as underground cables and overhead lines, and ensure that the necessary precautionary steps are taken where work has to be executed in the vicinity of such equipment. 2) Precautionary measures such as Isolation and Lock-Out of electrical systems or the use of electrically isolated tools must be used.
Adequate Lighting	All Contractors must allow for and ensure that adequate lighting is provided to allow for work to be carried out safely.
Transportation of Workers	1) In addition to CR 23 the following will apply The Principal Contractor and Sub-Contractors shall not: • Transport persons together with goods or tools unless there is an appropriate area or section of the vehicle in which to store such goods. • Transport persons on the back of trucks except if a proper canopy (properly covering the sides and top) has been provided with suitable seating areas. • Permit workers to stand or sit on the edge of the transporting vehicle. • Transport workers in LDVs unless they are closed/covered and have the correct number of seats for the passengers • No driver may transport more than six people on the back of a 1 Ton LDV and more than four passengers on the back of a ½ Ton LDV. 2) The driver of any LDV may not permit more than two passengers to occupy the cab of any LDV. 3) Drivers of such vehicles must have a valid driver'slicense for the code of vehicle being driven by them. 4) No servicing of vehicles will be permitted on a Construction Site.No Vehicles or machinery leaking oil will be permitted on site due to the risk posed to the environment.

	5) Any oil or diesel spilled on site must be cleaned up as per accepted environmental practice In the event that Earth Moving Machinery is present on site the following must be adhered to: • Drivers of vehicles must be instructed to avoid parking behind earth moving machinery in order to ensure that their vehicles are visible to the operators of earth moving machinery. • Rightof way must be afforded to earth moving machinery at all times. • Vehicles must only be permitted to park, where possible, in designated areas
Occupational Hygiene	1) Occupational exposure is a major problem and all Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. 2) All Contractors must prevent inhalation, ingestion and absorption of any harmful chemical or biological agents 3) Water to be utilized for drinking purposes may only be drawn from taps designated for drinking water purposes. Fire hydrants and fire hose reels may not be utilized for drinking water purposes.
Environmental Management	• The Principal Contractor and Sub-Contractors must comply with the requirements of NEMA Act..... • The Principal Contractor must develop a waste management plan, implement and maintained it onsite • Cement mixing to be done at a predetermined location on site which must include a solid, slab, and bunded edges to prevent runoff • Contaminated run off water from the site must be treated such as to ensure that it does not pose a risk to the environment • Any material which may have a harmful effect when disposed of by normal means must be disposed of in an appropriate manner to eliminate its harmful effect on the environment after disposal. • The Principal Contractor must allow for and ensure that adequate procedures are implemented and maintained to ensure that waste generated is placed in suitable receptacles and removed from the site promptly. • Plans to deal with spillages must be in place and maintained. • No waste materials (liquid or solid) may be disposed of in drains. • No burning of waste material may take place on site as such material being burned may result in pollution of the air or give off toxic vapours which could be harmful to the health of employees or any other person present on site.
Alcohol and other Drugs	• No alcohol and other drugs will be allowed on site without the express permission of the Principal Contractor • No person may be under the influence of alcohol or any other drugs while on the construction site. • Any person on the construction site who is on prescription drugs must

	inform his/her Employer accordingly and the Employer shall in turn report this to the Principal Contractor immediately. • Any person on the construction site who is suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her Employer, who in turn must report this to the Principal Contractor forthwith. • Any person on the construction site who is suspected of being under the influence of alcohol or other drugs must be removed from site immediately and be instructed to report back the next day for a preliminary inquiry. A full disciplinary procedure must be followed by the Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

Annexure C

CONTRACTOR'S SAFETY, HEALTH AND ENVIRONMENTAL DECLARATION FOR TENDERS

INTRODUCTION

In terms of *Construction Regulation 5(1)(h)* of the *Construction Regulations of February 2014* a Contractor may only be appointed to perform construction work if the Client is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the *Occupational Health and Safety Act, Act 85 of 1993* and the Construction Regulations of February 2014. In line with this requirement the Contractor is required to read through this document carefully, sign it and submit it with his/her Tender.

DECLARATION

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specification attached in the tender document.

2. I hereby declare that my company and its employees has the necessary competency and resources to safely carry out the construction work under this contract in compliance with the Occupational Health and Safety Act, Act 85 of 1993,the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specification.

3. I hereby confirm that adequate provisions has been made in my tender to cover the cost of all Safety, Health and Environmental duties and responsibilities imposed on me by the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specification.

4. I confirm that I may not commence with any part of construction work under the contract until my Construction Safety, Health and Environmental Plan has been approved in writing by the Client.

5. I hereby confirm that copies of the following documentation will be kept on site for viewing and inspection purposes for the duration of the construction work:

   a) Client's Construction Safety, Health and Environmental Specification
   b) Approved Construction Safety, Health and Environmental Plan
   c) Occupational Health and Safety Act, Act 85 of 1993, and
   d) Construction Regulations of February 2014.

6. I agree that my failure to complete and execute this declaration to the satisfaction of the Client will mean that I am unable to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and Construction Regulations 2014, and accept that my tender will be rejected.

Signature:..... Date:.....
(*Person duly authorised to sign on behalf of Tenderer*)

HEALTH AND SAFETY IMPLEMENTATION COSTING

Contractor to give a breakdown of his Health and Safety costs on this sheet.

ITEM	DESCRIPTION	UNIT	QUAN-TITY	MONTHS (Indicative)	RATE	AMOUNT
			(a)		(b)	(a) x (b)
1	**MEDICALS**					
1.1	Pre-employment medical	Nr.	-			
1.2	Re-medicals - yearly	Nr.	-			
	TOTAL					
2	**PERSONAL PROTECTIVE EQUIPMENT**					
2.1	Overalls	Nr.				
2.2	Hard Hats	Nr.				
2.3	Safety boots/shoes	Nr.				
2.4	Gloves	Nr.				
2.5	Gumboots steel toe cap	Nr.				
2.6	Safety glasses	Nr.				
2.7	Reflector Bibs	Nr.				
2.8	Barricading Material	M				
2.9	Dust masks	Box 20				
	TOTAL					
3	**FIRE FIGHTING**					
3.1	Fire extinguishers - 4.5Kg	Nr.				
3.2	Surveys - Annual Service	Nr.				
	TOTAL					
4	**HEALTH AND SAFETY PERSONNEL**					
4.1	Safety Manager	Nr.				
4.2	Safety Officer	Nr.				
4.3	Construction Phase Safety, Health, Environmental and Waste Management Plan	Nr.				
	TOTAL					
5	**FACILITIES**					
5.1	Provision of ablution facilities	Nr.				
5.2	Service and maintenance of ablution facilities	Nr.				
5.3	Provision of eating areas	Nr.				
5.4	Cleaning of Lay down and other storage areas	Nr.				
5.5	Wash hand basin	Nr.				
5.6	Hot and Cold running water	Nr.				
5.7	Degreasing & Toilet soap	Nr.				
	TOTAL					

6	**FALL PREVENTION / PROTECTION**					
6.1	Safety harnesses with double lanyards	Nr.				
6.2	Safety harnesses with Scaffold hooks	Nr.				
6.3	Lifelines and vertical fall arrest systems	Nr.				
6.4	Scaffolding – material, erection and inspection (Estimate for project)	Nr.				
6.5	Temporary hand railing material and kick flats	Nr.				
6.6	Chin Straps	Nr.				
	TOTAL					
7	**FIRST AID**					
7.1	Replenishment of boxes and other supplies	Nr				
	TOTAL					
8	**TRAINING**					
8.1	SHE Representative	Nr.				
8.2	First Aid Level 1	Nr.				
8.3	Fire Fighting	Nr.				
	TOTAL					
9	**SIGNAGE**					
9.1	All Signage as required by Law, regulatory, warning and information	Nr.				
9.2	Posters for awareness	Nr.				
	TOTAL					
10	**ELECTRICAL**					
10.1	Replacement of Locks required for lockouts	Nr.				
10.2	Replacement of tags	Nr.				
10.3	Replacement for Permit books	Nr.				
10.4	Replacement of Callipers	Nr.				
	TOTAL					
11	**OTHERS (Project Specific)**					
11.1		Nr.				
	TOTAL					
	GRAND TOTAL TO BE CARRIED TO THE PRELIMINARIES AND GENERAL IN BILL OF QUANTITIES					

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 8
BUILDERS LIEN AGREEMENT

[

WAIVER OF CONTRACTOR'S LIEN

DEFINITIONS

Contractor: _____

Employer: Head: Public Works (KZN Department of Public Works: Province of KwaZulu-Natal)

Agreement: GCC FOR CONSTRUCTION WORKS - SECOND EDITION 2010

Works (description): **NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING**

Site: Mashesheleng Primary School, Nquthu Municipality, Umzinyathi District

AGREEMENT

[

The Contractor waives, in favour of the Employer, any lien or right of retention that is or may be held in respect of the Works to be executed on the Site

Thus done and signed at _____ on _____
[Date]

_____
Name of signatory

_____
Capacity of signatory

_____
As witness

_____
For and on behalf of the contractor who by signature hereof warrants authorisation hereto

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 9
ADDITIONAL SPECIFICATIONS - EPWP

ADDITIONAL SPECIFICATION - EPWP

SL **EMPLOYMENT AND TRAINING OF EPWP BENEFICIARY ON THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) Infrastructure Projects:**

CONTENTS

SL 01 SCOPE

This project is part of the Expanded Public Works Programme aims to train young people and provide them with practical work experience as part of this programme. Youth aged between 18 and 35 will be recruited and trained in skills relevant to the work to be done on this project. These youth will have to be employed by the contractor as part of this project so that they can gain their work experience on these projects. The training of the youth will be coordinated and implemented by a separate service provider. This service provider will provide the contractor with a list of all the youth and the training each of these youth have received. The Contractor will be required to employ all of these youth for a minimum period of 6 months. Furthermore the Contractor will be required to supervise these youth to ensure that the work they perform is of the required standard. If necessary the contractor's staff will be required to assist and mentor the youth to ensure that they are able to perform the type of work they need to do to the satisfactory standards required. The contractor will not be required to employ all youth in the programme at the same time, but may rotate the youth on the project, as long as all youth are employed for the minimum duration stated earlier.

This specification contains the standard terms and conditions for workers employed in elementary occupations and trained on a Expanded Public Works Programme (EPWP) for the Infrastructure Programme.

SL 02 TERMINOLOGY AND DEFINITIONS

SL 02.01 TERMINOLOGY

(a) EPWP The Code of Good Practice for Expanded Public Works Programmes, which has been gazetted by the Department of Labour, and which provides for special conditions of employment for these EPWP projects. In terms of the Code of Good Practice, the workers on these projects are entitled to formal training, which will be provided by training providers appointed (and funded) by the Department of Labour. For projects of up to six months in duration, this training will cover life-skills and information about other education, training and employment opportunities.

(b) EPWP Expanded Public Works Programme, a National Programme of the government of South Africa, approved by Cabinet.

(c) UYF Umsobumvu Youth Fund.

(d) DOL Department of Labour.

SL 02.02 DEFINITIONS

(a) "employer" means the contractor or any party employing the worker / beneficiary under the EPWP Programme.

(b) "client" means the Department of Public Works.

(c) " worker / trainee" means any person working or training in an elementary occupation on a EPWP.

SL 03 APPLICABLE LABOUR LAWS

In line with the Expanded Public Works Programme (EPWP) policies, the Ministerial Determination, Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of labour in government Notice No. R63 of 25 January 2002, of which extracts have been reproduced below in clauses SL 04 shall apply to works described in the scope of work and which are undertaken by unskilled or semi-skilled workers. The Code of Good Practise for Employment and Conditions of Work for Expanded Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice No. R64 of 25 January 2002 shall apply to works described in the scope of work and which unskilled or semi-skilled workers undertake.

SI 04 EXTRACTS FROM MINISTERIAL DETERMINATION REGARDING EPWP

SL 04.01 DEFINITIONS

(a) "department" means any department of the State, implementing agent or contractor;

(b) "employer" means any department that hires workers to work in elementary occupations on a EPWP;

(c) "worker" means any person working in an elementary occupation on a EPWP;

(d) "elementary occupation" means any occupation involving unskilled or semi-skilled work;

(e) "management" means any person employed by a department or implementing agency to administer or execute a EPWP;

(f) "task" means a fixed quantity of work;

(g) "task-based work" means work in which a worker is paid a fixed rate for performing a task;

(h) "task-rated worker" means a worker paid on the basis of the number of tasks completed;

(i) "time-rated worker" means a worker paid on the basis of the length of time worked

(j) "Service Provider" means the consultant appointed by Department to coordinate and arrange the employment and training of labour on EPWP infrastructure projects.

SL 04.02 TERMS OF WORK

(a) Workers on a EPWP are employed on a temporary basis.

(b) A worker may NOT be employed for longer than 24 months in any five-year cycle on a EPWP.

(c) Employment on a EPWP does not qualify as employment and a worker so employed does not have to register as a contributor for the purposes of the Unemployment Insurance Act 30

SL 04.03 NORMAL HOURS OF WORK

(a) An employer may not set tasks or hours of work that require a worker to work–

(i) more than forty hours in any week
(ii) on more than five days in any week; and
(iii) for more than eight hours on any day.

(b) An employer and a worker may agree that the worker will work four days per week. The worker may then work up to ten hours per day.

(c) A task-rated worker may not work more than a total of 55 hours in any week to complete the tasks (based on a 40-hour week) allocated to him.

Every work is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.

SL 04.04 MEAL BREAKS

(a) A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.

(b) An employer and worker may agree on longer meal breaks.

(c) A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.

SL 04.05 SPECIAL CONDITIONS FOR SECURITY GUARDS

(a) A security guard may work up to 55 hours per week and up to eleven hours per day.

(b) A security guard who works more than ten hours per day must have a meal break of at least one hour duration or two breaks of at least 30 minutes duration each.

SL 04.06 DAILY REST PERIOD

Every worker is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.

SL 04.07 WEEKLY REST PERIOD

Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work ("emergency work").

SL 04.08 WORK ON SUNDAYS AND PUBLIC HOLIDAYS

(a) A worker may only work on a Sunday or public holiday to perform emergency or security work.

(b) Work on Sundays is paid at the ordinary rate of pay.

(c) A task-rated worker who works on a public holiday must be paid –

(i) the worker's daily task rate, if the worker works for less than four hours;
(ii) double the worker's daily task rate, if the worker works for more than four hours.

(d) A time-rated worker who works on a public holiday must be paid –

(i) the worker's daily rate of pay, if the worker works for less than four hours on the public holiday;

(ii) double the worker's daily rate of pay, if the worker works for more than four hours on the public holiday.

SL 04.09 SICK LEAVE

(a) Only workers who work four or more days per week have the right to claim sick-pay in terms of this clause.

(b) A worker who is unable to work on account of illness or injury is entitled to claim one day's paid sick leave for every full month that the worker has worked in terms of a contract.

(c) A worker may accumulate a maximum of twelve days' sick leave in a year.

(d) Accumulated sick-leave may not be transferred from one contract to another contract.

(e) An employer must pay a task-rated worker the worker's daily task rate for a day's sick leave.

(f) An employer must pay a time-rated worker the worker's daily rate of pay for a day's sick leave.

(g) An employer must pay a worker sick pay on the worker's usual payday.

(h) Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is –

(i) absent from work for more than two consecutive days; or

(ii) absent from work on more than two occasions in any eight-week period.

(i) A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.

(j) A worker is not entitled to paid sick-leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

SL 04.10 MATERNITY LEAVE

(a) A worker may take up to four consecutive months' unpaid maternity leave.

(b) A worker is not entitled to any payment or employment-related benefits during maternity leave.

(c) A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.

(d) A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.

(e) A worker may begin maternity leave –

(i) four weeks before the expected date of birth; or

(ii) on an earlier date –

(1) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or

(2) if agreed to between employer and worker; or

(iii) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.

(f) A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.

(g) A worker who returns to work after maternity leave, has the right to start a new cycle of twenty-four months employment, unless the EPWP on which she was employed has ended.

SL 04.11 FAMILY RESPONSIBILITY LEAVE

(a) Workers, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances -

(i) when the employee's child is born;

(ii) when the employee's child is sick;

(iii) in the event of the death of –

(1) the employee's spouse or life partner

(2) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling

SL 04.12 STATEMENT OF CONDITIONS

(a) An employer must give a worker a statement containing the following details at the start of employment –

(i) the employer's name and address and the name of the EPWP;

(ii) the tasks or job that the worker is to perform;

(iii) the period for which the worker is hired or, if this is not certain, the expected duration of the contract;

(iv) the worker's rate of pay and how this is to be calculated;

(v) the training that the worker may be entitled to receive during the EPWP.

(b) An employer must ensure that these terms are explained in a suitable language to any employee who is unable to read the statement.

(c) An employer must supply each worker with a copy of the relevant conditions of employment contained in this specification.

(d) An employer must enter into a formal contract of employment with each employee. A copy of a pro-forma is attached at the end of this specification.

SL 04.13 KEEPING RECORDS

(a) Every employer must keep a written record of at least the following –

(i) the worker's name and position;

(ii) in the case of a task-rated worker, the number of tasks completed by the worker;

(iii) in the case of a time-rated worker, the time worked by the worker;

(iv) payments made to each worker.

(b) The employer must keep this record for a period of at least three years after the completion of the EPWP.

SL 04.14 PAYMENT

(a) A task-rated worker will only be paid for tasks that have been completed.

(b) An employer must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer. Payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.

(c) A time-rated worker will be paid at the end of each month and payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.

(d) Payment in cash or by cheque must take place –

(i) at the workplace or at a place agreed to by at least 75% of the workers; and

(ii) during the worker's working hours or within fifteen minutes of the start or finish of work;

(e) All payments must be enclosed in a sealed envelope which becomes the property of the worker.

(f) An employer must give a worker the following information in writing –

(i) the period for which payment is made;

(ii) the number of tasks completed or hours worked;

(iii) the worker's earnings;

(iv) any money deducted from the payment;

(v) the actual amount paid to the worker.

(g) If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it.

(h) If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.

SL 04.15 DEDUCTIONS

(a) An employer may not deduct money from a worker's payment unless the deduction is required in terms of a law.

(b) An employer must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.

(c) An employer who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement law, court order or arbitration award concerned.

(d) An employer may not require or allow a worker to –

(i) repay any payment except an overpayment previously made by the employer by mistake;

(ii) state that the worker received a greater amount of money than the employer actually paid to the worker; or

(iii) pay the employer or any other person for having been employed.

SL 04.16 HEALTH AND SAFETY

(a) Employers must take all reasonable steps to ensure that the working environment is healthy and safe and that all legal requirements regarding health and safety are strictly adhered to.

(b) A worker must:

(i) work in a way that does not endanger his/her health and safety or that of any other person;

(ii) obey any health and safety instruction;

(iii) obey all health and safety rules;

(iv) use any personal protective equipment or clothing issued by the employer;

(v) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.

SL 04.17 COMPENSATION FOR INJURIES AND DISEASES

(a) It is the responsibility of employers to arrange for all persons employed on a EPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.

(b) A worker must report any work-related injury or occupational disease to their employer or manager.

(c) The employer must report the accident or disease to the Compensation Commissioner.

(d) An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.

SL 04.18 TERMINATION

(a) The employer may terminate the employment of a worker provided he has a valid reason and after following existing termination procedures.

(b) A worker will not receive severance pay on termination.

(c) A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.

(d) A worker who is absent for more than three consecutive days without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.

(e) A worker who does not attend required training events, without good reason, will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.

SL 04.19 CERTIFICATE OF SERVICE

(a) On termination of employment, a worker is entitled to a certificate stating –

(i) the worker's full name;
(ii) the name and address of the employer;
(iii) the SPWP on which the worker worked;
(iv) the work performed by the worker;
(v) any training received by the worker as part of the EPWP;
(vi) the period for which the worker worked on the EPWP;
(vii) any other information agreed on by the employer and worker.

SL 05 EMPLOYER'S RESPONSIBILITIES

The employer shall adhere to the conditions of employment as stipulated in the *Code of Good Practice for Employment and Conditions of Work for Expanded Public Works Programmes*. Over and above the conditions stipulated above, he shall be responsible to:

(a) formulate and design a contract between himself/ herself and each of the recruited EPWP beneficiary, ensuring that the contract does not contravene any of the Acts stipulated in South African Law, e.g. Basic Conditions of Employment Act, etc. (A copy of a pro-forma contract is attached at the end of this specification);

(b) screen and select suitable candidates for employment from the priority list of EPWP beneficiary provided by the Umsobumvu Youth Fund (UYF);

(c) ensure that the recruited EPWP beneficiary are made available to receive basic life skills training which will be conducted and paid for by the Umsobumvu Youth Fund;

(d) ensure that all EPWP beneficiary receive instruction on safety on site prior to them commencing with work on site;

(e) ensure that all EPWP beneficiary are covered under workmen's compensation for as long as they are contracted to the contractor. Payment to the Compensation Commissioner shall be the responsibility of the contractor;

(f) assist in the identification and assessment of potential EPWP beneficiary to undergo advanced technical training in respective trades;

(g) test and implement strict quality control and to ensure that the health and safety regulations are adhered to;

(h) provide all EPWP beneficiary with the necessary protective clothing as required by law for the specific trades that they are involved in.

(i) provide overall supervision and day-to-day management of EPWP beneficiary and/or sub-contractors; and

(j) ensure that all EPWP beneficiary are paid their wages on time through a pre-agreed payment method as stipulated in the contract with the EPWP beneficiary.

SL 06 PLACEMENT OF RECRUITED EPWP BENEFICIARY

Employers will be contractually obliged to:

(a) employ EPWP beneficiary from targeted social groups from the priority list provided by the Service Provider/ Umsobumvu Youth Fund.

(b) facilitate on-the-job training and skills development programmes for the EPWP beneficiary;

(c) achieve the following minimum employment targets:

(i) 55% people between the ages of 18 and 35

(ii) 55% women;

(iii) 2% people with disabilities.

(d) brief EPWP beneficiary on the conditions of employment as specified in sub clause SL 04.09 above;

(e) enter into a contract with each EPWP beneficiary, which contract will form part of the Employment Agreement;

(f) allow EPWP beneficiary the opportunity to attend life skills training through DOL. This shall be arranged at the beginning of the contract;

(g) ensure that payments to EPWP beneficiary are made as set out in sub clauses SL 04.14 and SL 04.15 above.

(h) set up of personal profile files as prescribed by EPWP beneficiary and as set out in sub clause SL 04.13 above.

(i) in addition to (h)
- a copy of the I.D;
- qualifications;
- career progress;
- EPWP Employment Agreement, and
- list of small trade tools;

must be included in the EPWP beneficiary's personal profile file.

SL 07 TRAINING OF EPWP BENEFICIARY

Three types of training are applicable, namely

- Life skills;
- On the job training and
- Technical Skills training.

Training will be implemented by training instructors accredited by DOL and/or CETA :

- EPWP beneficiary shall be employed on the projects for an average of 6 months.
- EPWP beneficiary shall be deployed on projects in the vicinity of their homes. The same arrangements as for other workers regarding accommodation, subsistence and travel shall be applicable to EPWP beneficiary.

(a) Life skills training

All EPWP beneficiary are entitled to undergo life skills training. Training of this module will be flexible enough to meet the needs of the employer. Training should take place immediately after site hand-over and during the period of site establishment and pre-planning before actual construction starts, alternatively this will be spread over the duration of the contract period. The contractor will be required to work closely with the person to schedule the training sessions so that the timing of the training is aligned with the contractors work schedule and his demand for workers.

(b) On-the job training

The Employer shall provide EPWP beneficiary with on-the-job training to enable them to fulfil their employment requirements. The employer shall also be expected to closely monitor the job performance of EPWP beneficiary and shall identify potential EPWP beneficiary for skills development programmes.

(c) Technical skills training

The Employer shall assist in identifying EPWP beneficiary for further training. These EPWP beneficiary will undergo further technical training to prepare them for opportunities as semi-skilled labourers.

Such training will comprise of an off-site theoretical component and practical training on-site. The contractor will be responsible for on-site practical work under his supervision. EPWP beneficiary who graduate from the first phase of the training programme will be identified and given opportunities to register for skills development programmes. These can ultimately result in a accredited qualification. The programme will consist of theoretical instruction away from the construction site as well as on-site practical work under the supervision of the employer. Candidates will be entitled to employment to complete all training modules.

SL 08 BENEFICIARY (EPWP BENEFICIARY) SELECTION CRITERIA

SL 08.01 PREAMBLE

The *Code of Good Practise for Employment and Conditions of Work for Expanded Public Works Programmes* encourages:

- optimal use of locally-based labour in a Expanded Public Works Programme (EPWP);
- a focus on targeted groups which consist of namely youth, consisting of women, female-headed households, disabled and households coping with HIV/AIDS; and
- the empowerment of individuals and communities engaged in a SPWP through the provision of training.

SL 08.02 BENEFICIARY (EPWP BENEFICIARY) SELECTION CRITERIA

(a) The EPWP beneficiary of the programmes should preferably be non-working individuals from the most vulnerable sections of disadvantaged communities who do not receive any social security pension income. The local community must, through all structures available, be informed of and consulted about the establishment of any EPWP

(b) In order to spread the benefit as broadly as possible in the community, a maximum of one person per household should be employed, taking local circumstances into account.

(c) Skilled artisans from other areas may be employed if they have skills that are required for a project and there are not enough persons in the local communities who have those skills or who could undergo appropriate skills training. However, this should not result in more than 20% of persons working on a programme not being from local communities.

(d) Programmes should set participation targets for employment with respect to youth, single male- and female-headed households, women, people with disabilities, households coping with HIV/AIDS, people who have never worked, and those in long-term unemployment.

(e) The proposed targets as set out in sub clause SL 06 (c)

- 55% youth from 18 to 35 years of age;
- 60% women;
- 2% disabled.

SL 09 CONTRACTUAL OBLIGATIONS IN RELATION TO YOUTH LABOUR

The EPWP beneficiary to be employed in the programme (EPWP) shall be directly contracted to the employer. Over and above the construction and project management responsibilities, the employer will be expected to perform the tasks and responsibilities as set out in clause SL 05 above.

SL 10 PROVINCIAL RATES OF PAY

It is stipulated that youth workers on the EPWP receive a minimum of R 1 000 per month whilst working and R 600 per month whilst on training in ALL provinces. Should EPWP beneficiary be attending training whilst employed by the contractor, the contractor will still be responsible for payment to the EPWP beneficiary whilst at training.

SL 11 MEASUREMENTS AND PAYMENT

The number of EPWP beneficiary specified for this contract that will receive life skills training is 30 and technical training is 30

SL 11.01 PAYMENT FOR TRAINING OF EPWP BENEFICIARY (TARGET:- 30 EPWP BENEFICIARY)

SL 11.01.01 Skills development and Technical training for EPWP beneficiary for an average of 26 days .....(Prov.Sum).....Unit: R/EPWP beneficiary

The above item is only applicable if DoL does not fund the Technical Training PRIOR to site handover.

SL 11.01.02 Penalty due to not meeting the target as in SL 11.01.01.....Unit: EPWP beneficiary

LESS R 2000 per EPWP beneficiary

SL 11.02 PAYMENT FOR TRAVELLING AND ACCOMMODATION DURING OFF-SITE TRAINING

SL 11.02.01 Life skills training for 26 days:

01 Travelling (based on 50 km/EPWP beneficiary) .....Unit: km

02 Accommodation.....(Prov.Sum).....Unit: R/EPWP beneficiary

03 Profit and attendance..... Unit: %

SL 11.02.02 Skilled development and Technical training:

01 Travelling (based on 50 km/EPWP beneficiary).....Unit: km

02 Accommodation.....(Prov.Sum)....Unit: R/EPWP beneficiary

03 Profit and attendance ..... Unit: %

The units of measurement for sub items SL 11.02.01 (01) and SL 11.02.02 (01) above shall be the distance travelled in km by the EPWP beneficiary trained off site. The tendered rate shall include full compensation to safely transport the youth workers to and from the training venue/s.

The unit of measurement for sub items SL 11.02.01 (02) and SL 11.02.02 (02) above shall be the amounts in Rand expended for accommodation and daily meal allowances for the EPWP beneficiary trained off site that must be arranged by the contractor. Amounts quoted shall be corrected according to re-measurement based on actual invoices.

The tendered percentages under sub items SL 11.02.01 (03) and SL 11.02.02 (03) will be paid to the contractor on the value of each payment pertaining to the accommodation and advance meal allowances to cover his expenses in this regard.

SL 11.03 ALTERNATIVE WORKERS FOR THE PERIOD OF OFF-SITE TRAINING

SL 11.03.01 Life skills training for 26 days ..... Unit: worker-days

SL 11.03.02 Skilled development and Technical training for EPWP beneficiary for (.....) days..... Unit: worker-days

The unit of measurement shall be the number of EPWP beneficiary replaced while in training multiplied by the number of days absent from the site.

The rates tendered shall include full compensation for additional replacement labour during periods of off-site training.

SL 11.04 EMPLOYMENT OF EPWP BENEFICIARY

SL 11.04.01 Employment of EPWP beneficiary.....(Prov.Sum)¼.Unit: R/ worker-month

SL 11.04.02 Employment of EPWP beneficiary.....(Prov.Sum)¼.Unit: R/ worker-month

The unit of measurement shall be the number of EPWP beneficiary at the statutory labour rates of R ..... multiplied by the period employed in months and the rate tendered shall include full compensation for all costs associated with the employment of EPWP beneficiary and for complying with the conditions of contract. The cost for the training shall be excluded from this item. This item is based on 6 months appointment for EPWP beneficiary.

SL 11.05 PROVISION OF EPWP DESIGNED OVERALLS TO EPWP BENEFICIARY

SL 11.05.01 Supply EPWP designed overalls to EPWP beneficiary ..... (Prov.Sum).....Unit: R

EPWP beneficiary overalls should be orange (top and bottom) as per EPWP specification with the exception of Correctional Services contracts where the EPWP beneficiary top would be blue and the bottom orange.

SL 11.05.02 Profit and attendance..... Unit: %

An amount has been provided in the Schedule of Quantities under sub item SL 10.05.01 for the supply of EPWP designed overalls, as per the specification provided by the EPWP unit, arranged by the Service Provider. The Engineer will have sole authority to spend the amounts or part thereof. The tendered percentage under sub items SL 10.05.02 will be paid to the contractor on the value of each payment pertaining to the supply of overalls to cover his expenses in this regard.

SL 11.06 PROVISION OF SMALL TOOLS FOR EPWP BENEFICIARY

SL 11.06.01 Provide all EPWP beneficiary with prescribed tools for their respective trades. Specification for the mentioned tools to be provided by the EPWP Service Provider. These tools will become the property of the EPWP beneficiary after the completion of the programme.....(Prov.Sum)....Unit: **R 500-00** /youth worker

SL 11.06.02 Profit and attendance..... Unit: %

SL 11.07 APPOINTMENT OF EPWP BENEFICIARY TEAM LEADER/S

SL 11.07.01 Appointment of (_____) EPWP beneficiary team leader/s for the duration of the contract.....(Prov.Sum)..... Unit: R / EPWP beneficiary team leader

The EPWP beneficiary Team Leader will act as CLO/PLO to facilitate the project work between the EPWP beneficiary and the contractor. Umsobumvu Youth Fund can assist with the sourcing of EPWP beneficiary Team Leader for employment by the contractor.

SL 11.08 LIAISON WITH SERVICE PROVIDER.....Unit: hours

The tendered rate shall include full compensation for the cost of liaising with the Service Provider and Social Facilitators on all issues regarding the works.

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 10
EPWP BILLS OF QUANTITIES

PAGE NO	ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1		**BILL NO 2**				
1		**EMPLOYMENT AND TRAINING OF LABOUR ON THE EPWP BENEFICIARY INFRASTRUCTURE PROJECTS**				
1		**PREAMBLES**				
1		Tenderers are advised to study the Additional Specification SL: Employment and training of Labour on the Expanded Public Works Programme (EPWP) Infrastructure Projects as bound elsewhere in the Bills of Quantities and then price this Bill accordingly				
1		**TRAINING OF EPWP BENEFICIARY**				
1		(TARGET: 30 EPWP BENEFICIARY)				
1		Skills development and Technical training:				
1	1	Skills development and technical training for EPWP beneficiary for an average of 26 days (ref. SL11.01.01)	Item	1		
1	2	Penalty due to not meeting the target as in SL 11.01.02	Y/Work	R 2 000,00		
1		**TRAVELLING AND ACCOMMODATION DURING OFF SITE TRAINING:**				
1		Life skills training for 26 days (ref. SL 11.02.01)				
1	3	Travelling (based on 1300km/EPWP beneficiary)	km	39000		
1	4	Profit and attendance on Items 1, 2 & 3	%			
1		**EMPLOYMENT OF EPWP BENEFICIARY**				
1	5	Employment of EPWP beneficiary (10 youth) [New Office Block]	Item	1		
1		The unit of measurement shall be the number of EPWP beneficiary at the statutory labour rates of R 176/day multiplied by the period employed in months and the rate tendered shall include full compensation for all costs associated with the employment of EPWP beneficiary and for complying with the conditions of contract. The cost for training shall be excluded from this item. This item is based on 12 months appointment for EPWP beneficiary				
1	6	Employment of EPWP beneficiary(10 youth) [Parking garage]	Item	1		
		TOTAL CARRIED TO SUMMARY				

			UNIT	QUANTITY	RATE	AMOUNT
2		The unit of measurement shall be the number of EPWP beneficiary at the statutory labour rates of R 176/day multiplied by the period employed in months and the rate tendered shall include full compensation for all costs associated with the employment of EPWP beneficiary and for complying with the conditions of contract. The cost for training shall be excluded from this item. This item is based on 12 months appointment for EPWP beneficiary				
2	7	Employment of EPWP beneficiary (10 youth) [Conference Centre & Canteen]	Item	1		
2		The unit of measurement shall be the number of EPWP beneficiary at the statutory labour rates of R 300/day multiplied by the period employed in months and the rate tendered shall include full compensation for all costs associated with the employment of EPWP beneficiary and for complying with the conditions of contract. The cost for training shall be excluded from this item. This item is based on 12 months appointment for EPWP beneficiary				
2		**PROVISION OF EPWP DESIGNED OVERALLS TO YOUTH WORKERS**				
2	8	Supply EPWP designed overalls to EPWP beneficiary (ref. SL 11.05.01) for 30 workers	Item	1		
2	9	Profit and attendance on Items 5 - 8 (ref. SL 11.05.02)	%	7,5		
2		**PROVISION OF SMALL TOOLS FOR EPWP BENEFICIARY**				
2	10	Supply of small tools to EPWP beneficiary. Specification to be supplied by the EPWP-NYS Serviced Provider for the respective trades (ref. SL 11.06.01) for 30 workers	Item	1		
2	11	Profit and attendance (ref. SL 11.06.02)	%	7,5		
2		**APPOINTMENT OF YOUTH TEAM LEADERS**				
2	12	Appointment of EPWP beneficiary Team Leaders for the duration of the contract (ref. SL 11.07)	Item	1		
2	13	Liaison with Service Provider (ref. SL 11.08)	Hrs	30		
2	14	Profit and attendance on Items 12 & 13	%	7,5		
		FINAL TOTAL CARRIED TO PRELIMINARY AND GENERAL IN BILL OF QUANTITIES				

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 11
SCOPE OF WORKS - EPWP

SCOPE OF WORKS IN RESPECT OF WORK RELATING TO THE EXTENDEND PUBLIC WORKS PROGRAMME (EPWP)			
Project title:	**NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS**		
Project Code:	**042720**	EPWP NO:	**N/A**

Introductory notes:

1. The works, or parts of the works will be constructed using labour-intensive methods only in terms of this specification. The use of plant to provide such works, other than plant specifically provided for in the scope of work, is a variation to the contract. The items marked with the letters **LI** are not necessarily an exhaustive list of all the activities which must be done by hand, and this clause does not over-ride any of the requirements in the generic labour intensive specification in the Scope of Works.

2. Payment for items which are designated to be constructed labour-intensively (either in this schedule or in the Scope of Works) will not be made unless they are constructed using labour-intensive methods. Any unauthorised use of plant to carry out work which was to be done labour-intensively will not be condoned and any works so constructed will not be certified for payment.

DESCRIPTION OF THE WORKS

Employer's objectives

The employer's objectives are to deliver public infrastructure using labour-intensive methods in accordance with EPWP Guidelines.

Labour-intensive works

Labour-intensive works comprise the activities described in the Labour-Intensive Specification. Labour-intensive works shall be constructed/maintained using local workers who are temporarily employed in terms of the scope of work.

LABOUR-INTENSIVE COMPETENCIES OF SUPERVISORY AND MANAGEMENT STAFF

Contractors shall only engage supervisory and management staff in labour-intensive works that have completed the skills programme including Foremen/ Supervisors at NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes" and Site Agent/ Manager at NQF level 5 "Manage Labour-Intensive Construction Processes" or equivalent QCTO qualifications (See Appendix C). at NQF outlined in Table 1. (See GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) -THIRD EDITION 2015)

Emerging contractors shall have personally completed, or be registered on a skills programme for the NQF level 2 unit standard. All other site supervisory staff in the employ of emerging contractors must have completed, or be registered on a skills programme for the NQF level 2 unit standards or NQF level 4 unit standards. Table 1: Skills programme for supervisory and management staff.

Table 1: Skills programme for supervisory and management staff

Personnel	NQF level	Unit standard titles	Skills programme description
Team leader / supervisor	2	Apply Labour-Intensive Construction Systems and Techniques to Work Activities	This unit standard must be completed, and
		Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Storm water Drainage	any one of these 3 unit standards
		Use Labour-Intensive Construction Methods to Construct and Maintain Water and Sanitation Services	
		Use Labour-Intensive Construction Methods to Construct, Repair and Maintain structures	
Personnel	**NQF level**	**Unit standard titles**	**Skills programme description**
Foreman/supervisor	4	Implement Labour-Intensive Construction Systems and Techniques	This unit standard must be completed, and
		Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Storm water Drainage	any one of these 3 unit standards
		Use Labour-Intensive Construction Methods to Construct and Maintain Water an Sanitation Services	
		Use Labour-Intensive Construction Methods to Construct, Repair and Maintain structures	
Site Agent /Manager (i.e. the contractor's most senior representative that is resident on the site)	5	Manage Labour-Intensive Construction Processes	Skills Programme against this single unit standard
Details of these skills programmes may be obtained from the CETA ETQA manager (e-mail :gerard@ceta.co.za , tel: 011-265 5900)			

EMPLOYMENT OF UNSKILLED AND SEMI-SKILLED WORKERS IN LABOUR-INTENSIVE WORKS

1.1 Requirements for the sourcing and engagement of labour.

1.1.1 Unskilled and semi-skilled labour required for the execution of all labour-intensive works shall be engaged strictly in accordance with prevailing legislation and SANS 1914-5, Participation of Targeted Labour.

1.1.2 The rate of pay set for the SPWP per task or per day will be an acceptable rate determined by the Department of Labour.

1.1.3 Tasks established by the contractor must be such that:

a) the average worker completes 5 tasks per week in 40 hours or less; and

b) the weakest worker completes 5 tasks per week in 55 hours or less.

1.1.4 The contractor must revise the time taken to complete a task whenever it is established that the time taken to complete a weekly task is not within the requirements of 1.1.3.

1.1.5 The Contractor shall, through all available community structures, inform the local community of the labour-intensive works and the employment opportunities presented thereby. Preference must be given to people with previous practical experience in construction and / or who come from households:

a) where the head of the household has less than a primary school education;

b) that have less than one full time person earning an income;

c) where subsistence-agriculture is the source of income.

d) that who are not in receipt of any social security pension income

1.1.6 The Contractor shall endeavour to ensure that the expenditure on the employment of unskilled and semi-skilled workers is in the following proportions:

a) 60% women;
b) 55% youth who are between the ages of 18 and 35; and
c) 2% on persons with disabilities.

1.2 Specific provisions pertaining to SANS 1914-5

1.2.1 Definitions

Targeted labour: Unemployed persons who are employed as local labour on the project.

1.2.2 Contract participation goals

1.2.2.1 There is no specified contract participation goal for the contract. The contract participation goal shall be measured in the performance of the contract to enable the employment provided to targeted labour to be quantified.

1.2.2.2 The wages and allowances used to calculate the contract participation goal shall, with respect to both time-rated and task rated workers, comprise all wages paid and any training allowance paid in respect of agreed training programmes.

1.2.3 Terms and conditions for the engagement of targeted labour

Further to the provisions of clause 3.3.2 of SANS 1914-5, written contracts shall be entered into with targeted labour.

1.2.4 Terms and conditions for the engagement of targeted labour

Further to the provisions of clause 3.3.2 of SANS 1914-5, written contracts shall be entered into with targeted labour.

1.2.5 Variations to SANS 1914-5

1.2.5.1 The definition for net amount shall be amended as follows:
Financial value of the contract upon completion, exclusive of any value added tax or sales tax which the law requires the employer to pay the contractor.

1.2.5.2 The schedule referred to in 5.2 shall in addition reflect the status of targeted labour as women, youth and persons with disabilities and the number of days of formal training provided to targeted labour.

1.3 Training of targeted labour

1.3.1 The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.

1.3.2 The cost of the formal training of targeted labour, will be funded by the local office of the Department of Labour. This training will take place as close to the project site as practically possible. The contractor must access this training by informing the relevant regional office of the Department of Labour in writing, within 14 days of being awarded the contract, of the likely number of persons that will undergo training and when such training is required. The Employer and the Department of Public Works (Fax: 012 3258625/ EPWP Unit, Private Bag X65, Pretoria 0001) must be furnished with a copy of this request.

1.3.3 The contractor shall do nothing to dissuade targeted labour from participating in training programmes and shall take all reasonable steps to ensure that each beneficiary is provided with two days of formal training for every 22 days worked.

1.3.4 An allowance equal to 100% of the task rate or daily rate shall be paid by the contractor to workers who attend formal training, in terms of the above.

1.3.5 Proof of compliance with the above requirements must be provided by the Contractor to the Employer prior to submission of the final payment certificate.

GENERIC LABOUR-INTENSIVE SPECIFICATION

1 Scope

This specification establishes general requirements for activities which are to be executed by hand involving the following:

a) trenches having a depth of less than 1.5 metres
b) storm water drainage
c) low-volume roads and sidewalks

2 Precedence

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail.

3 Hand excavateable material

Hand excavateable material is material:

a) Granular materials:

i) whose consistency when profiled may in terms of table 1 be classified as very loose, loose, medium dense, or dense; or

ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;

b) Cohesive materials:

i) whose consistency when profiled may in terms of table 1 be classified as very soft, soft, firm, stiff and stiff / very stiff; or

ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

Note: 1) A boulder, a cobble and gravel is material with a particle size greater than 200mm, between 60 and 200mm.

2) A dynamic cone penetrometer is an instrument used to measure the in-situ shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of. 60 degrees with respect to the horizontal) into the material being used.

Table 2: Consistency of materials when profiled

GRANULAR MATERIALS		COHESIVE MATERIALS	
CONSISTENCY	**DESCRIPTION**	**CONSISTENCY**	**DESCRIPTION**
Very loose	Crumbles very easily when scraped with a geological pick.	Very soft	Geological pick head can easily be pushed in as far as the shaft of the handle.
Loose	Small resistance to penetration by sharp end of a geological pick.	Soft	Easily dented by thumb; sharp end of a geological pick can be pushed in 30-40 mm; can be moulded by fingers with some pressure.
Medium dense	Considerable resistance to penetration by sharp end of a geological pick.	Firm	Indented by thumb with effort; sharp end of geological pick can be pushed in upto 10 mm; very difficult to mould with fingers; can just be penetrated with an ordinary hand spade.
Dense	Very high resistance to penetration by the sharp end of a geological pick; requires many blows for excavation.	stiff	Can be indented by thumb-nail; slight indentation produced by pushing geological pick point into soil; cannot be moulded by fingers.
Very dense	High resistance to repeated blows of a geological pick.	Very stiff	Indented by thumb-nail' with difficulty; slight indentation produced by blow of a geological pick point.

4 Trench excavation

All hand excavateable material in trenches having a depth of less than 1,5 metres shall be excavated by hand.

5 Compaction of backfilling to trenches (areas not subject to traffic)

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers

a) to 90% Proctor density;

b) such that in excess of 5 blows of a dynamic cone penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or

c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

6 Excavation

All hand excavateable material including topsoil classified as hand excavateable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand.

The excavation of any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

7 Clearing and grubbing

Grass and small bushes shall be cleared by hand.

8 Shaping

All shaping shall be undertaken by hand.

9 Loading

All loading shall be done by hand, regardless of the method of haulage.

10 Haul

Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150 m.

11 Offloading

All material, however transported, is to be off-loaded by hand, unless tipper-trucks are utilised for haulage.

12 Spreading

All material shall be spread by hand.

13 Compaction

Small areas may be compacted by hand provided that the specified compaction is achieved.

14 Grassing

All grassing shall be undertaking by sprigging, sodding, or seeding by hand.

15 Stone pitching and rubble concrete masonry

All stone required for stone pitching and rubble concrete masonry, whether grouted or dry, must be collected, loaded, off loaded and placed by hand.

Sand and stone shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Grout shall be mixed and placed by hand.

16 Manufactured Elements

Elements manufactured or designed by the Contractor, such as manhole rings and cover slabs, precast concrete planks and pipes, masonry units and edge beams shall not individually, have a mass of more than 320kg. In addition, the items shall be large enough so that four workers can conveniently and simultaneously acquire a proper handhold on them.

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 12
EPWP EMPLOYMENT AGREEMENT

(Insert Your Company Logo)

(This shall serve as the cover page on employment contracts for local labour)

EMPLOYMENT AGREEMENT

BETWEEN

[CONTRACTOR NAME].....

AND

[WORKER NAME].....

1. PARTIES

The Parties to this Agreement are -

1.1. Contractor: _____

herein represented by: _____

duly authorised thereto

And

1.2. Mr / Me: _____
[worker's name]

2. DEFINITIONS AND INTERPRETATION

2.1. In this Agreement and any Annexure thereto, unless inconsistent with or otherwise indicated by the context-

"Agreement"	means the contents of this Agreement.
"Company"	means the company that employs the worker
"Department"	means the Department of Public Works
"Worker"	is a person that performs a specific or necessary task or who completes tasks in a certain way
"EPWP"	The Expanded Public Works Programme is a government programme aimed at the alleviation of poverty and unemployment. The programme ensures the full engagement on Labour Intensive Methods of Construction (LIC) to contractors for skills development. The EPWP focuses at reducing unemployment by increasing economic growth by means of improving skills levels through education and training and improving the enabling environment for the industry to flourish.

3. PURPOSE

The purpose of this agreement is to:-

Ensure that the agreement is binding to both the Worker and the Employer.

4. TERMS AND CONDITIONS

- The worker will have no entitlement to the benefits of a full time employee, namely;

_____

_____

- The worker should not have the expectation that this contract will be renewed or extended.
- The worker will be subject to all laws, rules, policies, codes and procedures applicable to the;

_____

- The worker must meet the standards and requirements of the contractor
- The worker must render his/her services during normal working hours of minimum of forty to fifty five hours in any week; which comprise of an eight-hour working day in a five-day

5. REMUNERATION

The worker will receive compensation to the amount of R_____00 which must be paid by the 25th or on the last day of each month.

6. ROLES AND RESPONSIBILITIES

6.1 Employer / Worker

- Work for _____ in terms of the period as specified in the employment agreement contract.
- Be available for and participate in all learning and work experience required by the company.
- Comply with workplace policies and procedures.
- Complete any attendance or any written assessment tools supplied by the contractor to record relevant workplace experience.
- Demonstrate willingness to grow and learn through work experience.

  Provide the following documentation to the employer,

  - Certified identity document not longer than 3 months
  - ID size photos
  - Sign employment contract

6.2 Employer

- Employ the worker for a period specified in the agreement.
- Provide the worker with appropriate work based experience in the work environment.
- Facilitate payments of wages / stipends.
- Keep accurate records of workers.
- Where a worker/ learner is disabled, the employer will have to provide in the additional needs e.g. special materials, learning aids and in some cases physical or professional support (such aids remain the property of the employer).
- Keep up to date records of learning and discuss progress with the intern on a regular basis.
- Apply fair disciplinary, grievance and dispute resolution procedures to the worker.
- Prepare an orientation/ induction course to introduce worker/ learner to the workplace and specific workplace requirements.
- Ensure the daily attendance register is signed by the worker.

7. DURATION.

This agreement commences on: _____

and

expires on: _____

8. BREACH.

If either party commits any breach of the terms of this contract (and fails to rectify it within 30 days of receipt of a written notice calling it to do so, then) the other party shall be entitled to terminate the contract or to claim specific performance without prejudice to any of its other legal rights, including its rights to claim damages.

9. CONDITIONS OF EMPLOYMENT

9.1. Meal Breaks

9.1.1 A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.

9.1.2 An employer and worker may agree on longer meal breaks.

9.1.3 A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.

9.1.4 A worker is not entitled to payment for the period of a meal break. However, a worker who is paid on the basis of time worked must be paid if the worker is required to work or to be available for work during the meal break.

9.2. Special Conditions for Security Guards (Only applicable to security Guards)

9.2.1 A security guard may work up to 55 hours per week and up to eleven hours per day.

9.2.2 A security guard who works more than ten hours per day must have a meal break of at least one hour or two breaks of at least 30 minutes each.

9.3. Weekly Rest Period

Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work ("emergency work").

9.4. Work on Sundays and Public Holidays

9.4.1 A worker may only work on a Sunday or public holiday to perform emergency or security work.

9.4.2 Work on Sundays is paid at the ordinary rate of pay.

9.4.3 A task-rated worker who works on a public holiday must be paid;

(a) the worker's daily task rate, if the worker works for less than four hours;

(b) double the worker's daily task rate, if the worker works for more than four hours.

9.4.4 A time-rated worker who works on a public holiday must be paid

(a) the worker's daily rate of pay, if the worker works for less than four hours on the public holiday;

(b) double the worker's daily rate of pay, if the worker works for more than four hours on the public holiday.

9,5 Sick leave

9.5.1 Only workers who work more than 24 hours per month have the right to claim sick-pay in terms of this clause.

9.5.2 A worker who is unable to work on account of illness or injury is entitled to claim one day's paid sick leave for every full month that the worker has worked in terms of a contract.

9.5.3 A worker may accumulate a maximum of twelve days' sick leave in a year.

9.5.4 Accumulated sick-leave may not be transferred from one contract to another contract.

9.5.5 An employer must pay a task-rated worker the worker's daily task rate for a day's sick leave.

9.5.6 An employer must pay a time-rated worker the worker's daily rate of pay for a day's sick leave.

9.5.7 An employer must pay a worker sick pay on the worker's usual payday.

9.5.8 Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is

(a) absent from work for more than two consecutive days; or

(b) absent from work on more than two occasions in any eight-week period.

9.5.9 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.

9.5.10 A worker is not entitled to paid sick-leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

9.6. Maternity Leave

9.6.1 A worker may take up to four consecutive months' unpaid maternity leave.

9.6.2 A worker is not entitled to any payment or employment-related benefits during maternity leave.

9.6.3 A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.

9.6.4 A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.

9.6.5 A worker may begin maternity leave as follows;

(a) four weeks before the expected date of birth; or

(b) on an earlier date

(i) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or

(ii) if agreed to between employer and worker; or

(c) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.

10,6 A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.

9.7. Family responsibility leave

9.7.1 Workers, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances;

(a) when the employee's child is born;

(b) when the employee's child is sick;

(c) in the event of a death of

(i) the employee's spouse or life partner;

(ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

9.8. Keeping Records

9.8.1 Every employer must keep a written record on site for the duration of the project and three (3) year after completion records should consists of at least the following;

(a) the worker's name and position;

(b) copy of an acceptable worker identification

(c) in the case of a task-rated worker the number of tasks completed by the worker;

(d) in the case of a time-rated worker, the time worked by the worker;

(e) payments made to each worker in a form of Proof of Payment, Payroll registers and the acknowledgement of payment receipt signed by the worker.

9.8.2 The employer must keep this record for a period of at least three years after the completion of the EPWP.

9.9. Payment

9.9.1 An employer must pay all wages at least monthly in cash or by cheque or into a bank account.

9.9.2 A worker may not be paid less than the Ministerial Determination wage rate.

9.9.3 A task-rated worker will only be paid for tasks that have been completed.

9.9.4 An employer must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer.

9.9.5 A time-rated worker will be paid at the end of each month.

9.9.6 Payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.

9.9.7 Payment in cash or by cheque must take place

(a) at the workplace or at a place agreed to by the worker;

(b) during the worker's working hours or within fifteen minutes of the start or finish of work;

(c) in a sealed envelope which becomes the property of the worker.

9.9.8 An employer must give a worker the following information in writing

(a) the period for which payment is made;

(b) the numbers of tasks completed or hours worked;

(c) the worker's earnings;

(d) any money deducted from the payment;

(e) the actual amount paid to the worker.

9.9.9 If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it.

9.9.10 If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.

9.10. Inclement weather

If no work has begun on site, and if an employee has reported for work, the employee will be paid for four hours. Should work be stopped after the first four hours, the employee will be paid for the hours worked. Where the employer has given employees notice on the previous working day that no work will be available due to inclement weather, then no payment will be made.

9.11. Deductions

9.11.1 An employer may not deduct money from a worker's payment unless the deduction is required in terms of a law.

9.11.2 An employer must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.

9.11.3 An employer who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement of Law; court order or arbitration

9.11.4 It is the responsibility of the employers to arrange for all persons employed on a Project to be covered in terms of the Unemployment Insurance Fund Contributions Act, 2002 (Act No. 4 of 2002)

9.11.5 An employer may not require or allow a worker to

(a) repay any payment except an overpayment previously made by the employer by mistake;

(b) state that the worker received a greater amount of money than the employer actually paid to the worker; or

(c) pay the employer or any other person for having been employed.

9.12. Health and Safety

9.12.1 Employers must take all reasonable steps to ensure that the working environment is healthy and safe.

9.12.2 A worker must;

(a) work in a way that does not endanger his/her health and safety or that of any other person;

(b) obey any health and safety instruction;

(c) use any personal protective equipment or clothing issued by the employer;

(d) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.

9.13. Compensation for Injuries and Diseases

9.13.1 It is the responsibility of the employers to arrange for all persons employed on a Project to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993 as amended by COIDA Act 61, 1997.

9.13.2 A worker must report any work-related injury or occupational disease to their employer or manager.

9.13.3 The employer must report the accident or disease to the Compensation Commissioner.

9.13.4 An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.

9.14. Termination

9.14.1 The employer may terminate the employment of a worker for good cause after following a fair procedure.

9.14.2 A worker will not receive severance pay on termination.

9.14.3 A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.

9.14.4 A worker **who is absent for more than three consecutive days** without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available.

9.14.5 A worker who does not attend required training events, without good reason, will have terminated the contract. However, the worker may be re-engaged if a position becomes available.

Notice procedure is as follows;

- One week if employed for four weeks or less
- Two weeks if employed for more than four weeks but not more than a year
- Four weeks of employed for one (1) year or more

9.15. Certificate of Service

9.15.1 On termination of employment, a worker is entitled to a certificate stating;

(a) the worker's full name;
(b) the name and address of the employer;
(c) the Project on which the worker worked; the work performed by the worker;
(d) any training received by the worker;
(e) the period for which the worker worked on the Project; and
(f) any other information agreed on by the employer and worker.

9.16. DOMICILE

The address to which notices and all legal documents may be delivered or served are as follows:

Employee Details

Name & Surname: _____

ID No: _____

Residential Address: _____

_____

Contact No: _____

Date of Employment: _____

To be supervised by: **Main Contractor:** ☐
or Sub Contractor: ☐

Category of employment: **Skilled:** ☐
Semi-skilled: ☐
Unskilled: ☐

For Skilled & Semi-skilled state the trade: _____

Period of employment: Fixed for until when your services are still required on site

I confirm that I have been inducted and fully understand the condition of my appointment.

Employee Signature: _____ **Witness by SGB/CLO:** _____

Signature by Witness: _____

Employer Details

Name & Surname: _____
Designation: _____
Contact No: _____ **Signature:** _____

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 13
ATTENDANCE REGISTER FOR ONSITE WORKS

[

KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS

EXPANDED PUBLIC WORKS PROGRAMME

The Attendance Register for on-site Workers

Reporting month: _____ Cell No: _____

Surname: _____ First Name: _____

Project Name: **NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING**

Project Code: **042720** Tender No **ZNTL 05813 W**

IDENTITY NUMBER:

Day	Date	Time In	Signature	Time Out	Signature	Report On Any Formal Training Provided In The Reporting Month
WEEK 1						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
WEEK 2						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
WEEK 3						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
WEEK 4						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
WEEK 5						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
Total Days worked						

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING

ANNEXURE 14
EPWP DATA COLLECTION TOOL FOR PHASE 3 SYSTEM

BUSINESS PLAN

Reference No	
Profile ID	
Project Name	
Project Details	
Project Name	
Project Reference Number	
Project description	
Project Start Date	
Project End Date	
Estimated Budget	
Project Location	
Province	
District/Metro Municipality	
Local Municipality/Metro Region	
Latitude (in decimal format)	
Longitude (in decimal format)	
Public Body Details	
Public body sphere	
Reporting public body that is the project owner (and will report on the project)	
Implementing public body type	
Public body that will implement the project	
IDP reference number allocated to the project	
EPWP Details	
EPWP Sector	
EPWP Program	
EPWP Sub programme	
Budget Amount	
April 2014/March 2015	
April 2015/March 2016	
Total Budget Amount	
Wages	
UIF	
COIDA	
Training	
Administration	
Equipment and materials	
Other	
Describe other	
Outputs and Training	
Output	
Despription	
Target Quantity	
Number of persons to be trained	
Contact person	
Title	
Initials	
First Name	
Surname	
Email	
Tel (Office)	
Fax Number	
Cell Number	
Physical Address 1	
Physical Address 2	
Physical Address 3	
Physical Address 4	
Postal Address 1	
Postal Address 2	
Postal Address 3	
Postal Address 4	

KZN PUBLIC WORKS
Monthly Data collection for LOCAL Labour

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

EXPANDED PUBLIC WORKS PROGRAMME

Name of Contractor: _____ Project Code: **042720** Project location name (area):_____

Name of Project: **NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES,**

Reporting month:_____ Project location (Ward No.):_____

Beneficiary Details																Experience/Literacy				Location Details				Household Details		
No	First Name	Initial	Surname	ID number	D.O.B	Gender F/M	Disability Y/N	Start Date on the current month	End Date on the current month	Total days worked	Job description	Registered on UIF (Y/N)	Registered with COIDA (Y/N)	Are you receiving any Gov grant? (Y/N)	1st Language	Other Language 1	Other Language 2	Education Level (See Codes below)	Highest Level of Education	Address	Ward No.	Cell No.	Nationality	No. of people in Household	No. of Dependants in Household	No. of Children attending school
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										

- Education Levels – use the codes (1,2,3) on the excel spreadsheet
  - **(1)** Unknown **(3)** Grade 1-3 (Sub A – Std 1) **(5)** Grade 5-6 (Std 3-4) ABET 2 **(7)** Grade 9 (Std 7) ABET 4 **(9)** Grade 12 (Std 10)
  - **(2)** No Schoc **(4)** Grade 4 (Std 2) ABET 1 **(6)** Grade 7-8 (Std 5-6) ABET 3 **(8)** Grade 10-11 (Std 8-9) **(10)** Post Matric

[

Contractor sign:_____ **DPW Official/Consultant sign:**_____ **EPWP Official sign:**_____

Designation:_____ Designation:_____ Designation:_____

Date:_____ Date:_____ Date:_____

Contact no:_____ Contact no:_____ Contact no:_____

KZN PUBLIC WORKS

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

EXPANDED PUBLIC WORKS PROGRAMME

Worker payment capture form for LOCAL Labour

Name of Contractor: _____ Project Code: **042720**

Name of Project: **NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET**

Reporting month: _____

Payment Upload

No.	First Name	Initials	Surname	Identity No.	D.O.B	Job Description	Daily Wage Rate	Total Paid Days	Total Amount Paid	Total days Worked Days
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Contractor sign:_____
Designation:_____
Date:_____
Contact no:_____

DPW Official/Consultant sign:_____
Designation:_____
Date:_____
Contact no:_____

EPWP Official sign:_____
Designation:_____
Date:_____
Contact no:_____

KZN PUBLIC WORKS

Worker Training capture form for LOCAL Labour

KWAZULU-NATAL PROVINCE
PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

EXPANDED PUBLIC WORKS PROGRAMME

Name of Contractor: _____ Project Code: **042720**

Name of Project: **NQUTHU (KWAZULU NATAL) - MASHESHELENG PRIMARY SCHOOL: COMPLETION OF ADMINISTRATION, MULTI-PURPOSE CLASSROOM AND KITCHEN BLOCKS INCLUDING CONSTRUCTION OF NEW GUARD HOUSE, THREE TOILET BLOCKS, PARKING FACILITIES, PATHWAYS AND FENCING**

Reporting month: _____

Training														
No	Name	Surname	ID No.	Job description	Course Name	Was training Accredited or Non - accredited by a relevant SETA	Start date on current month	End date on current month	Training Days Paid	Training Days Not Paid	Total Number of Training Days	Cost per trainee	Is training complete or on - going	Name of Training Provider
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														

Contractor sign: _____

Designation: _____

Date: _____

Contact no: _____

DPW Official/Consultant sign: _____

Designation: _____

Date: _____

Contact no: _____

EPWP Official sign: _____

Designation: _____

Date: _____

Contact no: _____

Location

Locality Name	
Municipality	
Subplace	
Ward	
Government Facility	
Latitude	
Longitude	
Physical Address/Location	