

	Scope of work	Hendrina Power Station
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1. Introduction

Coal analysis techniques are specific analytical methods designed to measure the particular physical and chemical properties of coal. These methods are used to determine the suitability of coal for power generation.

2. Supporting Clauses

2.1 Scope

The scope of work (SOW) covered in this contract is for preparation and analysis of coal as and when required by Hendrina Power Station, The contractor shall provide service of coal analysis

2.1.1 Purpose

The aim of this project is to prepare and perform analysis to ensure that the results are produced so we can complete our monthly coal report to Coal management, Engineering and PED for the purpose of boiler burning rate monitoring and adjustment.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- (1) 32-1034 Eskom's Procurement and Supply Chain Management Procedure
- (2) 32-727 Safety, Health, Environment and Quality (SHEQ) Policy

2.2.2 Informative

- (1) NEC3 Term Service Contract
- (2) ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories.
- (3) SANS 10378 General requirements for the competence of verification laboratories

2.3 Definitions

Not applicable.

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2.4 Abbreviations

Abbreviation	Explanation
ISO	International Organisation for Standardization
NEC TSC	New Engineering Contract Term Service Contract
QC	Quality Control
PPE	Personal Protective Equipment
SABS	South African Bureau Standards
SANAS	South African National Accreditation system
PED	Primary Energy Department
SHEQ	Safety, Health, Environment and Quality
SOW	Scope of work
TSC	Term Service Contract

2.5 Roles and Responsibilities

Role	Responsibility
Employer	It is the responsibility of the employer to ensure that the contractor adhere to the requirements as stated in the SOW
Contractor	It is the responsibility of the contractor to ensure that the scope outlined in this instruction is adhered to throughout the contract period.

2.6 Process for Monitoring

Regular reviews and audits shall be conducted to ensure compliance to the content of this document.

2.7 Related/Supporting Documents

Not applicable.

3 Scope of work

Coal samples preparation and analysis of coal as and when required.

3.1 Executive Overview

Coal samples preparation and analysis for the period of 60 months (5 years)

3.2 Employer's requirements for the service

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- a) The contractor shall have expertise, experience, and necessary resources to be able to provide the service for preparation and analysis
- b) The laboratory equipment shall be serviced, calibrated, and maintained in accordance with SANAS 17025
- c) Ensure Laboratories are SANAS 17025 Accredited.
- d) Laboratory shall have a turnaround response time of 24 hours from time of sample was collected
- e) Contractor to provide reliable and accurate results, this will be based on validity of calibrations and sample preparation methods. Contractor to record the condition of the sample before analysis and to be part of the final analysis report.
- f) The Contractor to retain a 150-gram Sample after preparation for a period of 30 days for validation purposes should the need arise
- g) Contractor to send a detailed signed off analysis report with company address and SANAS logo and report to be sent within 24 hours
- h) Records to demonstrate the assurance of the calibration results i.e., participation in inter-laboratory comparisons or proficiency testing.
- i) Documented requirements for environmental condition that could influence the quality of calibration results.

3.3 The scope of analysis (work to be performed)

- Sample preparation
- Total Moisture
- Abrasive Index
- Hard Grove Index
- Total Sulphur
- ISO Ash content
- Inherent Moisture
- Calorific Value
- Volatile Matter
- Size Grading

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3.4 Other requirements

Not Applicable

4 SHEQR requirements

SHEQR requirements that cover the total holistic approach to all potential risks includes the following legal obligation:

Safety

- The Contractor will supply his safety file and plan for ensuring compliance to all safety requirements of OHS&A and Regulations.
- The Contractor shall ensure that all employees wear the required PPE when coming to site to collect samples.
- The Contractor shall ensure that Life Saving Rules are always adhered to.

Environmental

- The contractor to have a detailed waste management plan for all waste produced by preparation and analysis.

Quality

- The Contractor will provide a quality assurance plan on how compliance with the statutory requirements will be monitored and ensured. This will include a quality control programme on all analysis performed.
- The contractor shall be SANAS accredited as a calibration and testing lab where applicable.
- The contractor shall adhere to the calibration and maintenance frequency of all the equipment.
- The supplier shall use accredited reference material on the equipment.

5 Records to be kept.

- All contractual communications will be in the form of properly compiled letters or forms attached to e-mails and not as a message in the e-mail itself.
- Every document or report should have the contract number.
- Task order and invoice should have both contract number and order number.
- The person representing the Employer at Hendrina Power Station will issue each Task Order to the Supplier. Each Task Order will be submitted at least one week prior to the starting date.

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6 Notes / Forms / Appendices / Annexures

Not applicable.

7 Acceptance

This document has been seen and accepted by:

Name	Designation

8 Revisions

Date	Rev.	Compiler	Remarks
	0		New Document

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