

	Scope Of Work	Constructing Services
---	---------------	-----------------------

Title: **Supply and Delivery of Consumable on various Construction Services sites nationally** Document Identifier:

Alternative Reference Number: **Not Applicable**

Area of Applicability: **Eskom RoteK Industries SOC Ltd**

Functional Area: **Construction Services- Various sites nationally**

Revision: **1**

Total Pages: **16**

Next Review Date: **N/A**

Disclosure Classification: **Controlled Disclosure**

Compiled by



Kenny Molapisi
Project Manager

Date: 01/02/2024

Functional Responsibility

Authorized by



Thabo Nhleko
Portfolio Manager - Civils

Date: 01/02/2024

Content

	Page
1. INTRODUCTION	4
2. SUPPORTING CLAUSES	4
2.1 BACKGROUND	4
2.2 SCOPE	5
2.2.1 PERFORMANCE SPECIFICATION	5
2.2.2 PURPOSE	5
2.2.3 APPLICABILITY	5
2.3 NORMATIVE/INFORMATIVE REFERENCES	5
2.3.1 NORMATIVE	5
2.3.2 INFORMATIVE	6
2.4 DEFINITIONS	6
2.5 ABBREVIATIONS	8
2.6 ROLES AND RESPONSIBILITIES	8
2.7 WORK EXECUTION	9
2.8 PROCESS FOR MONITORING	100
2.9 RELATED/SUPPORTING DOCUMENTS	100
3.1 THE CONTRACTOR'S PLAN FOR THE SERVICE	100
3.3 CONTRACTOR'S MANAGEMENT, SUPERVISION AND KEY PEOPLE	111
3.4 DOCUMENTATION CONTROL	111
3.5 INVOICING AND PAYMENT	111
3.6 CONTRACT CHANGE MANAGEMENT	111
3.7 RECORDS OF DEFINED COST TO BE KEPT BY THE CONTRACTOR	121
3.8 TRAINING WORKSHOPS	122
4. HEALTH, SAFETY, ENVIRONMENT AND QUALITY ASSURANCE	122
4.1 HEALTH AND SAFETY RISK MANAGEMENT	122
4.2 ENVIRONMENTAL CONSTRAINTS AND MANAGEMENT	133
4.3 QUALITY ASSURANCE REQUIREMENTS	133
5. PROCUREMENT	144
5.1 PEOPLE	144
5.2 PLANT AND MATERIALS	144
5.2.2 CONTRACTOR'S PROCUREMENT OF PLANT AND MATERIALS	144
5.2.3 PLANT & MATERIALS PROVIDED BY THE EMPLOYER	144
6. WORKING ON THE AFFECTED PROPERTY	154
6.1 EMPLOYER'S SITE ENTRY AND SECURITY CONTROL, PERMITS, AND SITE REGULATIONS	155
6.2 PEOPLE RESTRICTIONS, HOURS OF WORK, CONDUCT AND RECORDS	155

CONTROLLED DISCLOSURE

6.3	RECORDS OF <i>CONTRACTOR'S</i> EQUIPMENT	155
6.4	WORKING HOURS	155
6.5	CONTROL OF NOISE, DUST, WATER AND WASTE.....	165
6.6	LIST OF DRAWINGS	166
6.7	ACCEPTANCE.....	166
6.8	REVISIONS.....	166
6.9	DEVELOPMENT TEAM	166
6.10	ACKNOWLEDGEMENTS.....	16

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Rotek Industries SOC Ltd.

1. INTRODUCTION

Obtain service providers to supply and delivery Consumables on as and when required for a period of 36 months at Eskom Rotek Industries, Rosherville stores, Johannesburg

2. SUPPORTING CLAUSES

2.1 BACKGROUND

Eskom Rotek Industries Construction Services is responsible for the Construction of Roads, Dams, Substation, Buildings, Transmission lines, Distribution network and Cable construction in various Projects.

The Operation is on a twenty four hours (24) per day, seven (7) days per week basis

Construction activities vary from project to project depending on the amount of the project.

Operation activities required entails:

- Bulk Earthworks
- Roads Construction
- Buildings Facilities
- Construction of Ash dam facilities and Ash water Return dams
- Construction of Transmission lines
- Cabling
- Road and Building Maintenance on all Power stations

Maintain high, "Good Housekeeping" standards in and around the work area.

Avoid any spillages from delivery trucks due to maintenance or operating that contaminates the environment Comply to sites specific requirements as clearly displayed by the Site Management.

All operators, drivers and maintenance personnel must have a valid medical certificate, valid operator / driver competence certificate and a valid appointment as plant inspector.

CONTROLLED DISCLOSURE

2.2 SCOPE

The service provider is responsible to provide the service based on the following spec:

- The supplier shall provide a delivery schedule prior to the delivery.
- Supply and Delivery of Material as per BOQ.
- The rate to include Delivery costs to **ERI Rosherville stores, Johannesburg**.

2.2.1 PERFORMANCE SPECIFICATION

- Employees and Drivers must be medically fit.
- Delivery trucks to be Roadworthy.

2.2.2 PURPOSE

To ensure that operational activities are carried out in a safe and systematic manner, in order to ensure compliance to Site processes and regulations.

2.2.3 APPLICABILITY

This document shall apply to the site with attached addendums.

This document shall be effective from the authorisation date.

2.3 NORMATIVE/INFORMATIVE REFERENCES

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs and additional site specific ones.

2.3.1 NORMATIVE

- [1] ISO 9001 Quality Management Systems
- [2] OSHAS 1800 Safety Management Systems
- [3] Occupational Health and Safety Act and Regulations (85 of 1993)
- [4] 240-62196227_Eskom Life Saving Rules
- [5] 32-95_Environmental, Occupational Health and safety Incident Management Procedure

CONTROLLED DISCLOSURE

2.3.2 INFORMATIVE

- [6] Criminal Procedures Act 51 of 1977
- [7] National Road Traffic Act 93 of 1996
- [8] Labour Relations Act 66 of 1995
- [9] Basic Conditions of Employment Act 75 of 1997

2.4 DEFINITIONS

Description	Definition
Appointed Contractor	Means a contractor appointed by the principal contractor.
Baseline Risk Assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Cleaning Activity	Means the safe cleaning of transfer chutes from the outside by the disabling of mechanisms to inhibit starting of the truck during the cleaning process, which is done in accordance with formulated safe procedures.
Contractor (includes appointed contractor)	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Competent Person	(OHS Act) means any person having knowledge, training, experience, and qualifications, specific to work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995).
Danger/Dangerous	Means a condition/substance that constitutes a risk of personal injury, impairment of health, or death
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives remuneration or who works under the direction or supervision of an employer or any other person.
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes TES (ex. labour broker) as defined in section 1(1) of the Labour Relations Act.
Field Operator	Employee designated to conduct routine truck inspections, Preventative Maintenance (PM) and (report) defect any breakdowns or abnormal truck conditions
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Rotek Industries SOC Ltd.

Permit To Work	Means the printed form containing sections entitled application, permits to work, suspension, suspension revocation, clearance and revocation, and used for the authorisation of all work to be carried out on the plant in terms of these regulations.
Plant	Means structure, machinery, low voltage electrical equipment or equipment which does not fall within the scope of the Operating Regulations for High-voltage Systems, and excludes, mobile, portable lifting equipment, domestic circuits, appliances and tools.
Responsible Person	Means a person who has been authorised in terms of these regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of 36-681_Generation Plant Safety Regulation
Safe/Safely/Safety	Means a condition not posing any danger, an activity that can be carried out without danger, or protection against danger.
Shall and Should	The word “shall” is to be understood as mandatory and “should” as recommended.
Skilled Person	Means a person who has been trained, has adequate knowledge for the task at hand and declared competent in writing.
Supervision/Supervise	Means to oversee the actions of a person(s) to such an extent as to prevent any dangerous act, as far as reasonably practicable. Such a supervisor must be trained in risk assessment techniques and be able to understand the dangers / hazards associated with the task and who has the authority to ensure that precautionary measures taken are implemented.
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Rotek Industries SOC Ltd.

2.5 ABBREVIATIONS

Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
CS	Construction Services
LAR	Limited Access Register
ERI	Eskom Rotek Industries
OHSACT	Occupational Health And Safety Act
OEM	Original Equipment Manufacturer
RP	Responsible Person
PPE	Personal Protective Equipment
PTW	Permit To Work
H&S Rep	Health and Safety Representative
RA	Risk Assessment

2.6 ROLES AND RESPONSIBILITIES

Project Manager/Site Manager

- Ensure that all employees comply to safety and environmental standards
- Ensure that this SOW is implemented on site.
- Ensure that this SOW is communicated and understood by all employees on site and all communication records must be filed.
- Ensure that this SOW is recommunicated with employees on a yearly basis. This will encourage employees as it depicts a picture of clear management visibility and leadership
- Ensure that traffic and fatigue management plans are in place

Supervisor

- Ensure for the supply of the correct safety equipment and the correct use at all times.
- Ensure that a risk assessment that covers all known risks was discussed and accepted by all involved parties.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Rotek Industries SOC Ltd.

- Ensure that the pre-start check list is a true reflection of the condition of the machine and to report any unsafe or defective parts to the site manager.
- Is responsible for clear instructions as to where the Truck should Deliver the load.
- Is responsible to keep detailed records of daily tasks, e.g. risk assessments, weather conditions and daily delivery notes.
- Is responsible to monitor the operation during the shift and to address and resolve the any unsafe acts or condition that might occur.

Truck Operators/Driver

- Is responsible for his own safety, in that he/she must ensure that he/she has all the necessary safety equipment to perform his/her duties and to report any worn out or damaged safety equipment immediately.
- To complete the pre-start inspection on truck and to report all unsafe or defective parts to the Supervisor.
- Is responsible to make sure the truck has enough Consumables.
- Is responsible to ensure that before any work is done a risk assessment has been filled and discussed with relevant parties, the operator is the responsible person when coming to the operating of his/her truck and must refuse to do any work without a proper risk assessment.
- Ensure that he/she fully understands the task at hand and if not to seek guidance from the Supervisor on site before commencement of work.
- Ensure to keep his/her truck clean.

SHE Officer:

- Ensure that equipment / vehicles Spot checks are carried out by the supervisors as required and that equipment /vehicles are safe to use.
- Ensure that site records are adequate to demonstrate compliance to the requirements of this method statement and quality work.
- Ensuring that site records are properly stored and are easily retrievable at all times.
- Conduct site induction and communicate all site procedures.
- Ensure that the personal protective equipment (PPE) required for performing the task described in this work instruction is issued to the relevant employees. (contractors to issue their operators with their own company PPE)
- Ensure that a task specific risk assessment and toolbox talk are conducted with all employees involved prior to work commencing and revised whenever the scope changes.
- Conduct site inspections and plant walks.

CONTROLLED DISCLOSURE

- Monitor traffic through job observations and SMAT techniques

2.7 WORK EXECUTION

Spillages

- ERI and all contractors must appoint spill responders.
- All shift supervisors must ensure that they have contact details of the spill response team
- The spillage response team must have a spill register on which they will register the amount of spilled materials
- Spilled hydrocarbon should be cleaned and all contaminated soil should be taken into the contaminated soil skip at ERI yard.

Required PPE (Specification to be supplied under SHEQ)

- Overalls-specific to activity
- Safety boots
- 3-point chin strap hard hat
- Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs
- Shin guards
- Dust masks
- Cloth masks

2.8 PROCESS FOR MONITORING

This Procedure will be monitored via periodic audits.

2.9 RELATED/SUPPORTING DOCUMENTS

Various site to provide site specific Scope of Work (Site addendum)

3. MANAGEMENT STRATEGY AND START UP

3.1 THE CONTRACTOR'S PLAN FOR THE SERVICE

Schedule to be supplied by the Contractor after an agreement has been reached with Eskom

3.2 MANAGEMENT MEETINGS

CONTROLLED DISCLOSURE

There will be a monthly meeting for the *Contractor* with the *Employer* held at the *Employer's* premises where contract issues will be discussed i.e. monthly report form the *Contractor* which will include safety meetings, call-out report, incident report an any other issues relating to the service being delivered. The following meetings are to be attended by the *Contractor's* Supervisor:

- Safety meeting (once a month / as and when required)
- Contractor's meetings (to be specified)
- Assessments meetings (end of the month on the 25th)
- Any other meetings relating to the *Contractor's* outputs or necessary for business continuity

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or registers shall not be used for the purpose of identified in the *conditions of contract* to carry out such actions or instructions.

3.3 CONTRACTOR'S MANAGEMENT, SUPERVISION AND KEY PEOPLE

The *Contractor's* staff structure – supervisors and workforce is to be submitted in the form of an organogram. The employer must approve any changes to such staff structure, and after the approval the contractor shall submit an updated staff structure.

The *Contractor* shall provide a competent representative to be available on site during all normal working hours (Supervisor).

The Contractor's representative will be required to keep the time sheets which are required, signed at the end of each month.

NB: The Contractor's representative will assume the role of a supervisor or lead for this contract

3.4 DOCUMENTATION CONTROL

All documentation related to the execution of this contract will be shared with the client and stored at documentation centre for record keeping

3.5 INVOICING AND PAYMENT

Invoicing and payment turnaround time is 30 days. Assessments are to be conducted from the 25th of each month.

3.6 CONTRACT CHANGE MANAGEMENT

Task Order form to be used when work within the service is instructed to be carried out within a stated period of time. A task Order will be sent to the *Contractor* via an email. In the case of a

CONTROLLED DISCLOSURE

compensation event, the *Contractor* must give the *Employer* an early warning and a quotation for the total costs, must be submitted electronically by the *Contractor* for that compensation event by email

3.7 RECORDS OF DEFINED COST TO BE KEPT BY THE CONTRACTOR

All hours worked by the *Contractor* will be done so on approval by the *Employer*. Timesheets will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

3.8 TRAINING WORKSHOPS

- Any training required by the *Employer* will be provided e.g. Ethics, HIRA, etc. however any other training additional that the *Contractor* will need, the training costs will be for the *Contractor*. Training may not be conducted during working hours, unless permission is given by the *Employer*.
- The *Contractor* will be trained during the Job Specification Induction training that will be provided by the *Employer* at the beginning of the contract. The *Contractor* may also be trained during Work Stoppages and also any other training as per employer's requirements.
- The following training is necessary for the Supervisor and Team leaders. The cost will be for the *Contractor*:
 - Safety, Health and Environment Representative (SHE Rep.)
 - Applying SHE Principles and Procedure
 - Hazard Identification and Response
 - First Aid level 1

4. HEALTH, SAFETY, ENVIRONMENT AND QUALITY ASSURANCE

4.1 HEALTH AND SAFETY RISK MANAGEMENT

The *Contractor* shall at all times comply with the health and safety requirements prescribed by law as they may apply to the services.

The *Contractor* shall, when coming on site abide by the Lifesaving Rules and COVID-19 safety requirements at all times. These will be provided by the *Employer* on the start of the contract. The *Contractor* shall also abide by Safety, Health and Environmental Specifications for Contractors Procedure, which will also be provided by the *Employer*.

The *Employer* follows an accident/ incident prevention policy that includes the investigation of all accidents/ incidents involving personnel and property. This is done with the intention of introducing control measures to prevent recurrence of the same incidents. The *Contractor* is expected to fully

CONTROLLED DISCLOSURE

co-operate to achieve this objective. Refer to 32-95_Environmental, Occupational Health and safety Incident Management Procedure

The *Contractor* implements a safety plan and maintains the safety system until completion of the whole of the works. The plan, will as a minimum, contain PPE information, written safe work procedures, job specific risk assessments, safety meetings, etc. The plan will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work.

The *Contractor* will be subject to periodic audits by the *Employer* in order to ensure compliance with the plan. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of the *Project Manager*, is un-safe. The *Contractor* may only continue with work activities when all safety deficiencies have been corrected to the *Service Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

4.2 ENVIRONMENTAL CONSTRAINTS AND MANAGEMENT

The *Contractor* shall comply with ERI management system. This includes the identification, collection, storage, transportation and disposal of waste. Hazardous waste shall be disposed of in line with the applicable environmental legislation. It is important to note that all spillages must be cleaned immediately and reported to the project manager as soon as possible. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.

NB: In cases of inclement weather, the Project Manager will assess the risk of continuing with the works. When it is unsafe to continue, the Project Manager will stop the works and payment will be per the work covered in this instance.

4.3 QUALITY ASSURANCE REQUIREMENTS

The *Contractor* implements a quality system and maintains the quality system until the completion of the whole of the works. The system, will as a minimum, comply with the provisions of the ISO9001 series. The system will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work on site. The *Contractor* will be subject to self-assessments by the *Employer* in order to ensure compliance with the system. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of *Project Manager*, does not meet the requirements of the system and will have a detrimental effect on plant performance. The *Contractor* may only continue with work activities when all deficiencies have been corrected to the *Project Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

The *Contractor* ensures that all plant and materials for the works are to the standard and quality accepted by the *Employer* and ensures that they are suitable for the purpose intended by the manufacturer.

CONTROLLED DISCLOSURE

The *Contractor* will work according to the *Employer's* standards, specifications, guidelines and procedures. Where no standards, specifications, guidelines and procedures are available, the *Contractor* will work according to the Generation Quality manual and professional guidelines. Where possible, standards will be reflected in the Task Order.

The Contractor shall be required to demonstrate cleaning quality practices by means of weekly spot checks by the team leader/supervisor. Customer evaluation survey to the offices that are being serviced shall be conducted at a frequency (i.e. quarterly) and method (i.e. questionnaires) appropriate for the type of cleaning to reduce the likelihood of dispute and complaints. The employer shall evaluate, control and monitor the performance and effectiveness of the Contractor

5. PROCUREMENT

5.1 PEOPLE

Eskom Holdings Limited's requirements regarding employment of unskilled or semi-skilled workers are as follows:

ERI requires that during recruitment of unskilled or semi-skilled labour, a contractor should make every effort to employ minimum target of 100 % suitable candidates from all disciplines from the local community and will only resort to other avenues if the local community cannot provide the required resources.

5.2 PLANT AND MATERIALS

5.2.1 CORRECTION OF DEFECTS

If there is part of work that the *Employer* is not happy with, this will be indicated to the *Contractor* and will have to be rectified by the *Contractor* immediately where reasonably possible or within 5 working days after the defect was reported.

5.2.2 CONTRACTOR'S PROCUREMENT OF PLANT AND MATERIALS

Any equipment, appliances or materials used by the *Contractor* must conform to the applicable OHSACT safety standards and is to be maintained in a safe and proper working condition. The Project Manager has the right to stop the *Contractor's* use of any equipment/ cleaning material which, in the opinion of the Project Manager, does not conform to the foregoing.

5.2.3 PLANT & MATERIALS PROVIDED BY THE EMPLOYER

- Water and Electricity
- Lighting and Ventilation
- Ablution facilities
- Sitting facilities

CONTROLLED DISCLOSURE

NB: The *Contractor* will be responsible for their meals, own accommodation and transport to and from the place of work, as well as their mechanics to assist with breakdowns.

6. WORKING ON THE AFFECTED PROPERTY

Under no circumstances will the *Contractor* do the work without proper PPE. The Supervisor on the *Contractor's* side will make it his duty to make sure that this is properly addressed.

6.1 EMPLOYER'S SITE ENTRY AND SECURITY CONTROL, PERMITS, AND SITE REGULATIONS

Access to site

The *Contractor's* access to site shall be in line with the Site access procedure. The *Contractor* shall be required to make an application for his employees to enter site for the duration of the contract, including defects period. The permits shall only be issued once the *Contractor's* employees have attended the safety induction training and have undergone medical checks. The safety induction will be for the *Employer's* account. The medical checks will be for the *Contractor's* account

6.2 PEOPLE RESTRICTIONS, HOURS OF WORK, CONDUCT AND RECORDS

The *Works* will be carried out on a site specific basis.

6.3 RECORDS OF CONTRACTOR'S EQUIPMENT

The *Contractor's* Supervisor should keep record of all the equipment used by the *Contractor*. The *Contractor* is responsible for the safe keeping of all their equipment.

6.4 WORKING HOURS

All activities must be aligned to the Site ERI working hours. Shift workers will be on a shift cycle specific to site. Office employees will work as per below hours:

Office hours

Monday to Thursday	:	07H00 to 17H00
Friday	:	07H00 to 17H00
Sat, Sun & P/H	:	As and when required
Lunch break	:	As and when required

CONTROLLED DISCLOSURE

NB: Working hours shall remain flexible to alteration, if required

6.5 CONTROL OF NOISE, DUST, WATER AND WASTE

The contractor must supply their own dust masks and cloth masks as part of PPE. Drinking water is available on site as well as waste bins for disposing waste

6.6 LIST OF DRAWINGS

N/A

6.7 ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Thabo Nhleko	Portfolio Manager Civils

6.8 REVISIONS

Date	Rev.	Compiler	Remarks
September 2024			No existing work instruction

6.9 DEVELOPMENT TEAM

The following people were involved in the development of this document:

6.10 ACKNOWLEDGEMENTS

None

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom RoteK Industries SOC Ltd.

CONTROLLED DISCLOSURE