

	<p style="text-align: center;">Scope of Work</p>	<p style="text-align: center;">Medupi Power Station</p>
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Title: **Provision of Medupi Residential Security Services Scope of Work**

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1. Introduction

Medupi Power Station concluded a security service contract with Eulitsaki Construction and Cleaning on 01 September 2021.

The contract scope of work included guarding Eskom residential houses and contractor's village which were catered by GCD until 31 August 2022. Unfortunately, GCD is finishing their scope in August 2022 and that leaves Eskom houses and contractors village exposed to crime and vandalism.

Due to the criticality of these house to Eskom and saving Eskom money in repairing the damages from vandalism it is imperative to ensure that we have a contract in place to ensure the continuity of protection these assets beyond 31 August 2022. The new contract will be for 48 months from 01 September 2022 to 31 August 2026.

2. Supporting Clauses

2.1 Scope

This document sets out the detailed user Scope of Work requirements necessary for the Supply of Security Services for Eskom residential houses and contractor's villages.

2.1.1 Purpose

The purpose of this document is to define a User Scope of Work requirement based on which a service contract will be established between the Eskom Medupi Power Station and the Security Service Provider.

2.1.2 Applicability

This document shall be applicable to the security Department associated with Medupi Power Station.

2.1.3 Effective date

The document will be effective from the authorisation date.

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] ISO 9001 Quality Management Systems
- [2] OHSAS 18001 Occupational Health and Safety Management Systems Informative, Requirements
- [3] ISO 14001 Environmental Management Systems, Requirements with guidance for use
- [4] 200-11303 Medupi Health, Safety and Environmental Management Policy

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- [5] 200-38424 Medupi Project Team's Health and Safety Management system Manual
- [6] 32-123 Eskom Standard for Emergency Planning
- [7] 240-46315409 Eskom Procedure: Management of Major Occurrences
- [8] 99/1987 National Fire Act
- [9] 107/1998 National Environmental Management Act
- [10] 102/1980 National Key Point Act
- [11] 16/2015 Disaster Amendment Act
- [12] 32/2000 Municipal Systems Act: Waterberg District Municipality Emergency Services By-Laws

2.3 Definitions

Term	Definition
Emergency	An emergency is an abnormal situation that is beyond the normal control measures available and requires coordinated and combined efforts of teams of people to return to a normal situation.
Disaster Management	The process of planning and implementation of measures undertaken by individuals, the Medupi Project Team's Emergency Response Team and other collaborative organisations aimed at: <ul style="list-style-type: none">• preventing or reducing the risk of disasters;• mitigating the severity or consequences of disasters;• emergency preparedness; and• a rapid and effective post-disaster recovery and rehabilitation plan
Emergency Preparedness	The pre-planning, and actions and activities aimed at minimising the consequences of emergency situations affecting human life, assets, environment at the Medupi Power Station
Emergency Operations Centre	The centre or place specially equipped for the co-ordination, directing and application of effective management control during emergency operations
National Key Point	Any place or area which has under section 2 of (Act 102 of 1980) been declared a National Key Point
Partner	Any contractor, supplier or service provider rendering services to or on behalf of the Medupi Power Station. Note that where the term contractor is used it will mean the same in terms of this procedure.
Service Manager	Eskom Manager Security, managing this contract
Supplier	Security Contractor
Primary area	Main access control gate
Secondary area	Key internal site areas

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2.4 Abbreviations

CV	Curriculum Vitae
OB	Occurrence Book
NCR	Non-Conformance Report
PPE	Personal Protective Equipment
PCAR	Preventative Correction Audit Report
PSIRA	Private Security Industry Regulatory Authority
NKP	National Key Point
HOD	Head of Department

2.5 Roles and Responsibilities

2.5.1 Contractor's Site Security Manager

The of the duties of the Contractor's Site Security Manager consists of the following key activities:

- a) The Contractor's Site Security Manager ensures that the Supplier's personnel co-operate fully to execute the services to the Employer's satisfaction, comply with the applicable standards, codes, and instructions and to achieve specific agreed to objectives.
- b) Report all incidents immediately as per applicable incident reporting procedures and submit a report per shift to the Service Manager. Stating:
 - Number of staff on duty for the shift, with copy of posting sheets and signatures of the staff.
 - All incidents that happened
 - Safety and environmental observation carried out for the shift.
 - Report any unsafe conditions
 - Report any environmental violations
 - Number of people found to be under the influence of alcohol and substance
 - Number- of permits issued, per category
 - Number of removal permits processed
 - Who you handed over too

2.6 Process for Monitoring

Regular reviews and Audit shall be conducted for the compliance of the content of this document.

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2.7 Related/Supporting Documents

N/A

3. Document content

3.1 Package scope

The Service will entail providing a security service to Eskom residential houses and contractors village, which includes security personnel, admin staff, office equipment, vehicles, and necessary equipment to carry out the duties.

3.2 The scope comprises the following but is not limited to

- a. Access/Loss Control duty at the Employer's premises
- b. Crime prevention and reaction unit duty
- c. Residential and contractor's village

3.3 Scope of work

Provision of Security Services to Eskom residential houses and contractors village.

3.3.1 Employer's requirements for the service

The **Contractor** provides the Services on a continuous 24-hour basis, seven days a week 365 days a year, with fully trained male and female uniformed PSIRA Grade C registered security officers, Grade B supervisors, Admin staff and Contractor's Site Security Manager. All security staff to display their PSIRA cards at all times.

The Contractor shall be responsible for transporting of the staff to and from work/home including the admin staff in a vehicle that is roadworthy and complies with all road safety features.

The Contractor also needs to ensure that when changing shift, the transporting of these people comply with the Eskom vehicle procedure.

The security personnel need to also use the access control system so that the Employer can verify the attendance.

Provide a Contractor' Site Security Manager for each shift, which will normally be stationed in the security control room.

3.3.1.1 Shift Hours:

- Day shift: 06:00 – 18:00
- Night shift: 18:00 – 06:00
- Shift roster of three-day shifts, three-night shifts and three off days.

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3.3.1.2 Access/Loss Control duty at the Employer's premises, which consists of the following activities:

- a) Identify all people, vehicles and property entering or exiting the area, with reference to access card, vehicle permit, and equipment permit.
- b) Search people, vehicles, and baggage in accordance with legal requirements.
- c) Control movement of people, vehicles, and property into/out of primary and secondary areas.
- d) Report irregularities and confiscate unauthorized items.

3.3.1.3 Crime prevention and reaction unit duty, which consists of the following key activities:

- a) Patrol and guard the Employer's premises by foot and or vehicle.
- b) Checking that Employer's vehicles, offices, cabins, and stores are locked and report any breaches.
- c) Inspect Security perimeter protection measures.
- d) Report and investigate Security irregularities, suspicious activities, or persons.
- e) Inspect vulnerable points (as per requirements)
- f) Respond to all activated Security alarms
- g) Respond to all Security and operational emergencies.

3.3.1.4 Residential and Contractors' village

- a) Guarding Eskom housing (Eskom employees residential and Contractors' camps)
- b) Protection of Eskom personnel, contractors, visitors, infrastructure, and equipment.
- c) The work must be carried out in accordance with the Eskom Procedure, Access Control for ED Site 39-50 which is in place to safeguard, employees and assets of Eskom.

3.3.1.5 Duties at the Dining areas

The Security personal are required to man the dining halls during the lunch or dinner periods

Their duties are as follows:

- Monitor that only staff that are allowed to enter the dining areas go through the turnstiles
- Ensure that no personnel take lunch packs out of the dining halls and ensure proper housekeeping standards are maintained
- Report all access cards that are not working. Capture on a written form.
- Report any defects of the access system to the Contractors' supervisors immediately
- Report any unsafe conditions at the dining hall

3.3.1.6 Additional Duties

Additional Guarding is supplied on an as and when required basis via a task order.

- The Supplier's personnel can be required to give evidence at criminal/disciplinary /investigation proceedings as and when necessary.
- Supply personnel to guard the airplanes at the landing strip in town or at the helipad on site as and when required.

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3.3.1.7 Control Room

The control room needs to be manned at all times with a minimum of two people that are competent to communicate over the radio and telephone to customers and personnel.

The staff manning this station needs to be able to read the layout of the plant maps to direct staff and emergency units to a gridline. Staff manning this need to be conversant in English. They also need to be able to document all events as they happen for emergency recall. They need to be well versed in relevant Security, Safety and Environmental documented site processes and procedures

Emergency drills will be conducted on a regular basis to check reaction times.

The staff need to direct response teams.

4. Management strategy and start up

4.1 The Contractor's plan for the service

The Contractor to submit a mobilisation plan to the Service Manager within **two weeks**, after contract award.

4.2 Management meetings

Regular meetings:

Title and purpose	Approximate time & interval	Location	Attendance by:
Security Forum	Weekly or Daily depending on the security level	On Site	Employer's Security Supervisors and Contractor's Site Security Manager that is on shift
Risk register and Safety events	Monthly on 25th or Friday before the 25 if on a weekend or public holiday of the month	On site	Contractor's Representative and the Contractor's Site Security Manager on shift Service Manager and safety officer
Overall contract progress, Assessment and feedback session	Monthly on 25 th or Friday before the 25 if on a weekend or public holiday of the month	On site	Employer Rep, Contractor Rep and the Service Manager on shift, Cost engineer
Joint operations committee	Ad-hoc basis depending on situation	On Site	Employers Rep and -Service Manager
Emergency Preparedness Meeting	Ad-hoc basis	On Site	Employers Rep and Service Manager
Compensation events	First Friday after recording the event	On Site	Employer Rep, Contractor Rep and the Service Manager on shift, Cost engineer

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Contractors SHE meeting site	Once a month on notification usually a Tuesday morning	Off site	Service Manager and SHE officer
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Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the service. Records of these meetings shall be submitted to the Service Manager by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for confirming actions or instructions under the contract as these shall be done separately by the person identified in the conditions of contract to carry out such actions or instructions.

4.3 Contractor's management, supervision, and key people

The Contractor to supply organograms, showing his personnel and their lines of authority and communication.

Please also supply CV, of the managers and key personnel including the SHE officer

Please supply proof of PSIRA Grade C registered security officers, Grade B supervisors and Security Contracts managers.

Prior to contract start, the Contractor must provide the following information to the satisfaction of the Employer:

- a) Provide a list of all the potential security officers you wish to employ on the Eskom site with certified copies of their identity documents.
- b) CV's of the officers to be submitted with reference to any previous sites worked on
- c) Statement confirming that the security business complies with the minimum wage requirements in terms of Sectorial determination 6
- d) Submit fingerprint screening classification by the criminal-record centre of the SAPS for all security officers as proof that they have not been found guilty of a criminal offence specified in the schedule (in previous 10 years)
- e) Psychological and physiological reports for all security officers that will be employed for this project (fit person)
- f) Confirmation that the security officers have not been found guilty of improper conduct in terms of the private security industry regulation Act 2001 (Act no. 56 of 2001) (in previous 5 years)

5. Acceptance

This document has been seen and accepted by:

Name	Designation
Sipho Ramushu	Service Manager
Ndivhuwo Tshifura	Risk Management Manager (Acting)

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6. Revisions

Date	Rev.	Compiler	Remarks
May 2022	1	Morongoa Sebolayi	First Development

7. Development Team

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

- a. Morongoa Sebolayi
- b. Siphon Ramushu

8. Acknowledgements

N/A

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