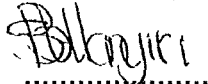
	Scope Of Work (SOW)	Maintenance
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Title	Maintenance Administration Scope of Work	Document Identifier	*
Type	Administrative	Alternative Reference Number	N/A
Planned Start Date	01-Jan-2023	Area of Applicability	Kendal Power Station
Duration	5 Years	Functional Area	Routine Works Management
Submission Interval	T - 0	Revision	0
Outage ID		Total Pages	13
		Next Review Date	N/A
		Disclosure Classification	Controlled Disclosure

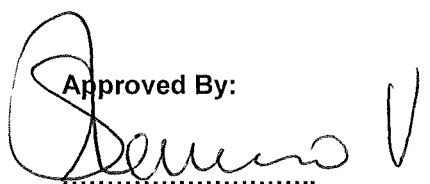
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Content

	Page
1 Scope Compilation References	3
2 Goal	3
2 1 Definitions/abbreviations	3
3 Objectives	4
4 Detailed Work Description	4
4 1 Technical Criteria	4
4 2 Scope Variations	4
4 3 Financial Performance	4
4 4 Time Management	4
4 5 Skills required	4
4 6 Tools and equipment requirements	4
4 7 Preservation requirements	5
4 8 Transportation Requirements	5
5 Summary of the Scope	5
5 1 General Arrangement & Location Drawings	5
6 Detailed Scope of Work	5
7 Applicable Corporate/Generation/International Guidelines and Standards	6
8 General Considerations	7
Bill of Materials for Impulse lines, Cables, Cable Racks and Junction Box(s) Error! Bookmark not defined.	
10 Acceptance	8
11 Revisions	8
12 Development Team	8
13 Acknowledgements	8

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1. Scope Compilation References

SCOPE COMPILATION REFERENCES				
SOURCE & Ref No.	Yes	No	N/A	Comments
Microsoft package knowledge	x			
SUBSYSTEM				Y / N
N/A				Page No

2. Goal

To maintain an excellent work management process which provides a safe, effective, and efficient way to identify, select, plan, schedule, and commit to an executable schedule that has the right work and also maximises available resources

Definitions/abbreviations

Maintenance	Combination of all technical, administrative and managerial actions during the life cycle of an item intended to retain it in, or restore it to, a state in which it can perform the required function
Work order	A Work Order is an electronic record that serves as the primary means of issuing an instruction to perform certain work by both internal and external resources The Work Order is used for - planning of required resources - calculation of costs - scheduling of resources The Work Order receives the actual costs of Maintenance and forwards it to the party responsible in the order bill (valid for the Entire Company)
Work Package	A collection of maintenance documents such as the work order, work instruction and any other supporting material (drawings, diagrams, manuals, weld process sheets, operating experience, safety analysis, permits, etc) used to control and record work in the plant from the time of work identification until the satisfactory completion of the corrective and/or preventive maintenance action and return to service of plant
CMMS	Computerised Maintenance Management System
Etc	Et cetera - meaning "and so forth"

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3. Objectives

The purpose of this document is to provide scope for

Providing all administrative support within maintenance department at Kendal Power Station, and according to scope below

4. Detailed Work Description

4.1 Technical Criteria

- Meet minimum qualification requirements i.e. Matric or Grade 12

4.2 Scope Variations

None

4.3 Financial Performance

N/A

4.4 Time Management

- Meet maintenance deadlines in line with Routine Works Management processes and Maintenance deliverables

4.5 Skills required

- Computer literacy – Typing, MS Word, MS Excel, MS Power point, Outlook etc
- Document management i.e. effective filing

4.6 Tools and equipment requirements

- Preventive Protective Equipment
- Laptops

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4.7 Preservation requirements

None

4.8 Transportation Requirements

Provide own transportation for staff

5. Summary of the Scope

The scope comprises of the following

- Provide administrative services within maintenance department
- Control documents for maintenance
- Support maintenance staff with office needs
- Support maintenance line managers with administrative function

5.1 General Arrangement & Location Drawings

N/A

6. Detailed Scope of Work

- Capture maintenance records on SAP system i.e duration worked, work completed and cause of equipment failure
- Create a systematic way to file all maintenance records (scanning and linking on SAP) i.e Plant maintenance related documents
- Printing, preparing maintenance records and work packages for planners
- Support with retrieval of maintenance records when necessary and during audits
- Support maintenance performance index i.e schedule & PM compliance, resource utilization etc
- Ensure that employees attend mandatory trainings as deemed by the station or section
- Capture all correspondences i.e minutes, presentations, spreadsheets, telephonic messages
- Ensure that staff timesheet's for all overtime worked are capture on SAP system timeously

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- Create a systematic way to file all sectional records i.e Plant maintenance related documents, sectional meeting minutes, and staff timesheets & time and attendance related documents etc
- Support with retrieval of files when necessary and during audits
- Manage manager's diary, emails and telephone
- Make arrangements for meetings i.e all logistics and minutes etc
- Make arrangements for visitors and manager's travelling
- Make arrangements for sectional functions and training for staff
- Support in maintaining stock level of section's stationery, PPE and consumables (load reservations and Purchase requisitions when necessary)
- Ensure that employees attend mandatory trainings as deemed by the station or section

7. Applicable Corporate/Generation/International Guidelines and Standards

No	REFERENCE NUMBER	DOCUMENT TITLE
1	32-727	Eskom's Safety, Health, Environment and Quality (SHEQ) Policy
2	ISO 14001, 2004	Environmental Management System
3	ISO 9001 2008	Quality Management System
4	55-PC-010	Kendal Waste Management Procedure
5	36-689	Fossil Fuel Firing Regulation
6		Plant Safety Regulations
7	240-105658000 (QM58)	Supplier Quality Management Specification
8	*1017374	Kendal Quality Manual
9	*1015695	Document and Record Management
10	*1017357	Non-conformance, Corrective and Preventive Action
11	*1017401	Integrated Risk Management
12	*1017482	Control and Approval of Quality Control Plan
13	*1017483	Control of monitoring and measuring equipment
14	240-89649050	Work Package Standard
15	32-1303	Manage Maintenance Work PCM
16	32-1304	Execute Maintenance Work PCM

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8. General Considerations

ACTIVITIES	SPECIFICATIONS
PRE-REQUISITES / PRE-CONDITIONS	
SAFETY	
Specified safety requirements for the specific system	
When performing daily activities entailed in the SOW as Section 4-6	Kendal Power Station SHE specifications for principal contractors
During office hours performing daily activities in the plant and offices	Compliance to COVID19 regulations and strategy to preserve lives in line with the site plans
When travelling to site to perform daily duties	Compliance to COVID19 regulations and strategy to preserve lives in line with the site plans
ENVIRONMENT	
Specified pollution control requirements, specified waste management requirements, specified energy efficiency requirements.	
When disposing domestic waste, and recycling papers produced whilst performing daily activities	Kendal Power Station Waste Management procedure
QUALITY	
All activities to comply with Eskom approved procedures, and standards.	
When performing administrative/clerical activities daily	Kendal Power Station Quality requirements for quality related items Document & Record management, Manage Maintenance Work PCM
RISK ASSESSMENT	
A risk report with a complete list of risks, risk rating and mitigating actions for the specific plant system.	
When performing daily activities entailed in the SOW as Section 4-6	Baseline Risk Assessment

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9. Bills of Material

N/A

10. Acceptance

This document has been seen and accepted by

Name	Designation
V Tshamano	Maintenance Manager
N Dlomo	RWM Manager

11. Revisions

Date	Rev.	Compiler	Remarks
N/A	0	B Manyiki	

12. Development Team

The following people were involved in the development of this document

- Nomfundo Dlomo
- Bella Manyiki
- Suzan Maseko

13. Acknowledgements

N/A

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