

**Transnet Pipelines**

**Tender Number:** TPL/2025/10/0002/108348/RFQ

**Description of the Works:** PROVISION OF ELECTRICAL INSTALLATION WORKS FOR ELECTRICAL FENCE SYSTEM REPAIRS AT VARIOUS TRANSNET PIPELINES FACILITIES FOR A PERIOD OF 12 MONTHS

## PART C3: WORKS INFORMATION

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**SCOPE OF WORKS FOR  
ELECTRICAL INSTALLATION WORKS FOR ELECTRIC  
FENCE SYSTEM REPAIRS IN VARIOUS FACILITIES AT  
TRANSNET PIPELINES**

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## 1. GENERAL

The *EMPLOYER*'s inclusion of references to specific procedures, rules, regulations, specification, drawings, etc. in the attachments to this document, the *CONTRACTOR* is to ensure that the latest version of each document is applied at time of submitting his proposal.

### 1.1. SECRECY AND SECURITY AGREEMENT

- 1.1.1. The *CONTRACTOR* does not make any news releases, nor does he issue any other advertising pertaining to the services, without the prior written approval of the *EMPLOYER*/Project Manager.
- 1.1.2. The *EMPLOYER*'s facilities or sites are National Key Points in terms of Section 2 of the National Key Points Act, Act Number 102 of 1980. In terms of the said Act, the provisions of the Official Secrets Act, Act number 15 of 1956, are applicable to each Site as if it were a prohibited place as envisaged by the Official Secrets Act and the *CONTRACTOR*'s attention is directed to Section 3 of the Official Secrets Act. Disclosure of any information in connection with a National Key Point by the *CONTRACTOR* is, according to this Act, a punishable offence.

### 1.2. LEGISLATION

Applicable Legislation includes but is not limited to:

- 1.2.1. The Occupational Health and Safety Act of South Africa (OHSA Act) (Act 85 of 1993)
- 1.2.2. Quality Management Systems ISO 9001-2008
- 1.2.3. National Building Regulations and Building Standards Act (Act 103 of 1977)
- 1.2.4. All Local Laws and regulations

## 2. CONSTRUCTION AND INSTALLATION ON SITE

### 2.1. MOBILISATION

- 2.1.1. For the Works the *CONTRACTOR* shall commence the mobilisation process in accordance with the accepted *CONTRACTOR* Programme.
- 2.1.2. The *CONTRACTOR* shall be responsible for the security of its personnel.
- 2.1.3. The *CONTRACTOR* shall ensure its entire staff involved in mobilisation is fully HSE inducted.

### 2.2. GENERAL SITE REQUIREMENTS

- 2.2.1. The *CONTRACTOR* shall keep all the working areas in a neat, clean, and safe condition and shall remove from the construction sites and the vicinity thereof all debris, rubbish and waste generated by the *CONTRACTOR*'s construction activities and shall properly dispose of these at approved licensed tips.
- 2.2.2. In the event that *CONTRACTOR* fails to maintain the working areas as described above and, in a manner, satisfactory to the *EMPLOYER* or the Project Manager, the *CONTRACTOR* shall effect such clean-up or removal immediately after receipt of written notice to do so. The *EMPLOYER* or the Project Manager has the right without further notice to the *CONTRACTOR* to perform such clean-up and remove such items on behalf of, at the risk and at the expense of the *CONTRACTOR*. The *EMPLOYER* or the Project Manager may store removed items at a place of their choosing on behalf of the *CONTRACTOR* and at the *CONTRACTOR*'s risk and expense. The Project Manager shall promptly notify the *CONTRACTOR* of such place of storage. The *CONTRACTOR* shall promptly reimburse the *EMPLOYER* for the costs of such clean up, removal and storage.
- 2.2.3. **PROTECTION AND CONTROL OF PLANT, MATERIALS AND EQUIPMENT**
  - 2.2.3.1. The *CONTRACTOR* at all times provides protection for all Plant and Materials and Equipment from damage or loss due to weather, fire, theft or other risks.
  - 2.2.3.2. The *CONTRACTOR* protects all Equipment, Materials, Paving, Structures, and items on the Site belonging to the *EMPLOYER* or others at all times from damage due to its performance of the Works.
- 2.2.4. The *CONTRACTOR* shall agree the boundary limits of storage areas, construction and lay down areas with the Project Manager. The *CONTRACTOR* shall not trespass in, or on, areas not so designated. The *CONTRACTOR* shall keep all of its personnel out of areas not designated for the *CONTRACTOR*'s use. In the case of isolated work located outside of agreed boundary limits, the *EMPLOYER* will issue permits to specific personnel of the *CONTRACTOR* to enter and perform the work.

### 2.3. QUALITY REQUIREMENTS

The *CONTRACTOR* is responsible for all quality activities necessary to ensure the work meets the requirements specified in this scope of works and shall manage and coordinate all quality aspects of the work in accordance with the requirements of this scope.

### 2.3.1. PROJECT QUALITY PLAN

The PQP shall entail the following:

2.3.1.1. Overview and understanding of scope of works and key requirements.

2.3.1.2. Organogram with positions, roles, and responsibilities

Procedures:

2.3.2. Document control – the *CONTRACTOR* shall provide a description of how documents provided by TPL will be managed e.g., management tools and databases, internal and external distribution of documents to TPL, third parties, internal review and approval routes and authorities, receipts, registrations, codes, standards, and specifications.

2.3.2.1. Project Schedule - As per this scope of works requirements

2.3.2.2. Commissioning and training plan.

### 2.3.3. QUALITY CONTROL PLANS

2.3.3.1. The QCPs shall be submitted before the commencement of the project.

2.3.3.2. QCPs must clearly identify all inspection, test, and verification requirements to meet this scope of works including destructive and non-destructive testing where applicable, witness and hold points. The *CONTRACTOR* prepares and submits QCPs to TPL for review in accordance with the requirements of this scope of works and PQP. The QCP shall include:

2.3.3.3. QCPs shall include reference to all tests specified in the scope of works.

2.3.3.4. Inspection and Testing

- The *CONTRACTOR* is responsible for the conduct of all *CONTRACTOR* inspections and tests. This responsibility includes:
  - a) Documenting inspection and test results in the QCPs and relevant FIC.
  - b) Progressively inspecting the quality of the scope of works performed.
  - c) Inspecting to meet all scope of works requirements, in number, type and form.
  - d) Inspecting day-to-day activities, material receipts, issue of material for installation, in-process inspections, and final inspections.
- Schedule of Inspection - The *CONTRACTOR* shall submit a schedule showing the proposed dates for inspections and tests nominated in the QCP where witness and hold points are required. The schedule shall be regularly updated with progress and issued to TPL to show the current inspection and test status.



- Field Inspection Checklists - For site installation and construction activities, the *CONTRACTOR* prepares FICs to permit inspection and testing of installed equipment and constructed facilities in accordance with the respective QCPs.
- Inspection Points - The QCP identifies points in the fabrication, manufacturing and/or installation process that are selected for inspection. Hold Point (H), Witness Point (W) Review Point (R), Surveillance (S).
- Welding Procedures - Where the *CONTRACTOR*'s scope of works includes fabricated weldments, WPS defining the method, preparation, and sequences to be adopted to achieve a satisfactory welded joint shall be provided for all weld types required in the execution of this scope of works.
- Material Traceability - Where, and to the extent that material traceability is required, the *CONTRACTOR* shall provide its procedures for the maintenance of material identification throughout all phases of manufacture.
- Material Certification - Where specified in this scope of works the following certificates shall also be provided to TPL:
  - a) A certificate of compliance, A certificates issued by a laboratory or test facility independent of the *CONTRACTOR*'s work, any other form of certification affecting the scope of works.

#### 2.3.3.5. Non-Conforming Products

- The *CONTRACTOR* shall establish and maintain procedures to control material or products that do not meet the specified requirements.
- All *CONTRACTOR* product and/or materials identified as not conforming to requirements shall be dealt with promptly as follows:
  - a) If the *CONTRACTOR* discovers material or product, which is not in accordance with the requirements of the scope of works e.g., a non-conformance, the *CONTRACTOR* shall immediately initiate the non-conformance procedure. If TRANSNET or its agent identifies a non-conformance, a TRANSNET NCR may be raised.

#### 2.3.3.6. Corrective and Preventative Action

- If the *CONTRACTOR* proposes a disposition of any non-conforming materials or product which varies from the requirements of this scope of works, such a proposal shall be submitted in writing to TPL whose decision on the proposal shall be obtained in writing before the non-conforming material or product is covered up or incorporated into the works or is the subject of any other disposition.
- The disposition of non-conformances, which do not vary the requirements of the Contract, specification, or drawings, may be approved by the *CONTRACTOR* following discussion and agreement with TPL.

#### 2.3.3.7. Inspection, Measuring and Test Equipment

- Calibration - The *CONTRACTOR* shall ensure the calibration of test and measuring equipment is performed and maintained in accordance with the relevant *CONTRACTOR* procedures and/or the equipment manufacturer's specifications.
- Use of Inspection, Measuring and Test Equipment - The *CONTRACTOR* shall ensure that authorized equipment users:
  - a) Use the equipment in accordance with manufacturer's instructions, and accepted industry practices.
  - b) Ensure the equipment is covered by a current calibration certificate.
  - c) Conduct the measurements or tests in accordance with the equipment manufacturer's specifications or other relevant specification.
  - d) Prior to commencement of each inspection or test activities:
    - 1. Identify the measurements to be made.
    - 2. Determine the accuracy required.
    - 3. Select the appropriate inspection, measuring or test equipment for this scope of works.

#### 2.3.4. DOCUMENTATION

2.3.4.1. The *CONTRACTOR* shall supply the documentation listed below:

- Two (2) complete sets of the following (in files) and one soft copy on a separate memory stick for each TPL site (Documents must be printable, drawings must also include PDF and CAD versions): -
  - a) Detailed as built drawings (all drawing types that are outlined on clause 4.1.1 and/or 4.1.5) the as built drawing simply details all cables and equipment installed, it does not change the approved drawings.
  - b) Required spreadsheet with data logging readings.
  - c) Comprehensive maintenance manuals
  - d) Detailed spares catalogues
  - e) Electrical Certificate of Compliance (Original and a copy of the COC) (including equipment certificates).
  - f) Factory inspection and testing documents
  - g) Site testing, certification, commissioning, and completion documents
  - h) Equipment warranty certificates.



- A formal completion certificate signed and dated by both the *CONTRACTOR* and the Project Manager shall be provided.

### 2.3.5. INSTALLATION AND SITE WORKS

- 2.3.5.1. The *CONTRACTOR* shall ensure that all equipment arrive timeously onsite. The *CONTRACTOR* shall be responsible for any damages to equipment prior to completion and hand over. Should such a delay occur, the *CONTRACTOR* shall immediately inform the Project Manager in writing such that action can be taken to mitigate the delay.
- 2.3.5.2. The *CONTRACTOR* shall ensure that all onsite and work specific safety protocols and precautions are always followed. The *CONTRACTOR* shall also ensure that the relevant PPE is always worn. The *CONTRACTOR* is also to ensure compliance to COVID-19 related regulations and mitigations where applicable. The *CONTRACTOR* will need to provide their COVID-19 management and risk plan. The COVID-19 risk are also outlined on the attached Cathodic protection Upgrade Project Baseline Assessment with COVID-19 Risks (IMS risk assessment register) (Optional).
- 2.3.5.3. The *CONTRACTOR* shall always ensure compliance with SHE requirements prescribed by applicable legislation and best practice standards. The *CONTRACTOR* will be responsible for the SHE requirements that TPL may require to be implemented. The *CONTRACTOR* shall ensure that no person or employees are allowed to enter any of the work sites on their behalf, unless that employee or person has under-gone, SHE induction pertaining to the hazards prevalent to the site at the time of entry.
- 2.3.5.4. The *CONTRACTOR* shall, in the presence of the Project Manager and any other Transnet staff deemed necessary test and commission the upgraded installation and all associated equipment.

### 2.3.6. SITE TESTING, CERTIFICATION AND COMMISSIONING

- 2.3.6.1. It shall be the responsibility of the *CONTRACTOR* to compile a complete Site Acceptance Test and Commissioning Schedule to be used for site acceptance testing, certification, and commissioning of the equipment to be installed by the *CONTRACTOR*.
- 2.3.6.2. The Site Acceptance Test and Commissioning schedule shall be comprehensive and shall cover all aspects of the equipment to be tested and commissioned and shall

be submitted to the Project Manager for acceptance, prior to commencement of Site Acceptance Testing (SAT).

- 2.3.6.3. The *CONTRACTOR* shall be responsible for providing all test equipment and facilities required for the period of the SAT such as the Project Manager may deem necessary, and to produce a report of the tests completed.
- 2.3.6.4. The Project Manager reserves the right to add or delete any item or test on the Site Acceptance Test and Commissioning schedule to verify that the installed equipment complies with the applicable specification.
- 2.3.6.5. The *CONTRACTOR* shall perform the SAT, electrical compliance certification and commissioning of the supplied/installed equipment. The *CONTRACTOR* shall at his own expense rectify all defects. Should a defect result in time delays and additional material/labour cost, such additional cost incurred shall be for the *CONTRACTOR's* account.
- 2.3.6.6. Site Acceptance and Handover of all items of the equipment shall be concluded once SAT, certification and commissioning of all supplied/installed equipment has been completed, all fault lists have been completed to compliance and the following documentation has been submitted to and accepted by the Project Manager:
  - Complete SAT documentation, comprising of test schedules and commissioning report (as applicable)
  - Completed Electrical Certificates of Compliance (Original and a copy of the COC) (including equipment certificates)
  - A formal completion certificate signed and dated by both the *CONTRACTOR* and the Project Manager shall be provided.

## **2.4. TEMPORARY FACILITIES SUPPLIED BY THE *CONTRACTOR* TO PROVIDE THE WORKS**

- 2.4.1. The *CONTRACTOR* shall provide facilities for securing the *CONTRACTOR's* entire equipment inside the Site.
- 2.4.2. The *CONTRACTOR's* equipment and vehicles, as approved by the Project Manager, are allowed on site for the execution of the Works and transportation of personnel. Personnel are not to be conveyed on the back of LDVs or trucks.
- 2.4.3. The *CONTRACTOR* shall maintain the *CONTRACTOR's* laydown, storage and the Working Areas and roads within such areas.
- 2.4.4. The *CONTRACTOR* shall provide all safety items necessary to provide the Works and protect the working areas, including fire protection equipment.
- 2.4.5. The *CONTRACTOR* shall provide its own first aid facilities and services in proportions as required by legislation per site team.



2.4.6. The *CONTRACTOR* shall provide its own containers and services for hauling, removal and disposal of construction waste and debris.

2.4.7. The *CONTRACTOR* shall provide its own testing and calibration equipment/facilities.

2.4.8. The *CONTRACTOR* shall provide its own rigging and all equipment for erection. Riggers are to have Red Seal competency certificates.

2.4.9. The *CONTRACTOR* shall arrange all permits required providing the Works.

2.4.10. Specific Requirements to Provide the Works

2.4.10.1. The *CONTRACTOR* shall satisfy the intent of each code, specification, drawing and all other documents issued as an integral part of the Contract.

2.4.11. Standards and Specifications

2.4.11.1. The Project Specifications are contained with - Specification for Electric Fences PL675 and standards.

2.4.11.2. The *CONTRACTOR* must ensure that, where the *CONTRACTOR* is to provide materials:

- All materials supplied meet or exceed the applicable South African standards.
- Proprietary products are installed strictly to manufacturers' instructions and specifications and, where necessary, under specialist supervision taking full cognizance of international intellectual rights.
- All Works are performed in strict accordance with the following regulations, standards, and specifications:

a) South African National Standards (SANS) Codes of Practice

| Code No.     | Rev. Date | Title                                                                           |
|--------------|-----------|---------------------------------------------------------------------------------|
| SANS 10222-3 | Latest    | Electrical security installations Part 3: Electric security fences (non-lethal) |
| SANS 10142-1 | Latest    | Wiring of premises, as amended                                                  |

b) *EMPLOYER's* Specifications and related documentation

| Specification No. | Effective Date | Title                                                                                   |
|-------------------|----------------|-----------------------------------------------------------------------------------------|
| PL 631            |                | Specification for Low Voltage Switchgear and Distribution Boards                        |
| PL 727            |                | Specification for Cabling, Racking, trenching & earthing Installation Codes of Practice |
| PL 675            | 29/02/2016     | Specification for electric fences                                                       |

## 2.4.12. CONSTRUCTION MANAGEMENT

- 2.4.12.1. The *CONTRACTOR* shall manage its access to the Working Areas and the Site.
- 2.4.12.2. The *CONTRACTOR* shall immediately report any potential labour disharmony to the Project Manager.
- 2.4.12.3. The *CONTRACTOR* shall not recruit or employ any personnel from the *EMPLOYER*, without prior approval of the Project Manager

### 3. SCOPE OF WORKS

#### 3.1. INTRODUCTION

Within the context of the procedural and other requirements defined in the Works Information, the Scope of Work is described with reference to the Activity Schedule included in the Works Information. The Activity Schedule identifies the items, which are to be addressed and priced by the *CONTRACTOR* in for each site. The Electric Fence installations were found to be defective and not compliant with requirements. The items for rectification on the electric fence installations underpin the electrical scope to be addressed by the *CONTRACTOR*.

3.1.1. The items to be addressed and priced for each site in accordance with applicable procedures, standards and drawings include but are not limited to:

3.1.1.1. Preliminary and General (P&G) costs including fixed and time related costs. This item is to be priced but is not section specific.

3.1.1.2. Scope items for all the Transnet pipelines sites referenced by their Pump Stations names, as noted in the Activity Schedule, may include some or all of the following:

- a) Supply and installation of new energisers of equivalent technical specification as installed on site as per "**Annexure A**".
- b) Reset Energiser Alarms.
- c) Supply, installation, and repair of stainless-steel fence wire.
- d) Supply, installation and repair of earth spikes and cabling.
- e) Supply and installation of new fence tensioners, bobbins, Gate contact switches and insulators.
- f) Supply and installation of lightning arrestors.
- g) Supply and installation of fence posts, stays, intermediates and brackets.
- h) Supply and installation of new danger warning signs.
- i) Test fence earth system.
- j) Provide laminated fence layout drawings that clearly indicate the different zones, position of gates, energisers, earth spikes, etc.
- k) Provide certificate of compliance (COC) for each fence.



### 3.1.2. DETAILED SCOPE OF WORK FOR ELECTRIC FENCE REPAIR IN VARIOUS FACILITIES AT TPL

| No.      | Facilities                    | Address                                                           | Duration (Days) |
|----------|-------------------------------|-------------------------------------------------------------------|-----------------|
| 3.1.2.1  | Alrode Operations Depot       | 35 Garfield Street, Alberton, Alrode, 1451                        | 4               |
| 3.1.2.2  | Airport Operations Depot      | opposite 40 Springbok Road, Boksburg, 1472                        | 3               |
| 3.1.2.3  | Langlaagte Operations Depot   | 42 Main Reef Rd, Industria, Langlaagte, 2042                      | 3               |
| 3.1.2.4  | Tarlton Operations Depot      | Cnr Rustenburg / Ventersdorp R, Tarlton, 1749                     | 3               |
| 3.1.2.5  | Rustenburg Operations Depot   | 4 Escom Street, Rustenburg, 0300                                  | 2               |
| 3.1.2.6  | Coalbrook Operations Depot    | Jan Haak Rd (Ent Natref Gate), Sasolburg, 1947                    | 4               |
| 3.1.2.7  | Sasolburg Operation Depot     | Cnr Henry & Bergius Street, Sasolburg, 1947                       | 3               |
| 3.1.2.8  | Hillcrest Operations Depot    | Shongweni Rd (adjacent Plantations), Hillcrest, 3650              | 2               |
| 3.1.2.9  | Mngeni Operations Depot       | 6 Stockville Rd, Mahogany Ridge, Westmead, 3600                   | 4               |
| 3.1.2.10 | Duzi Operations Depot         | Ottos Bluff Rd, Dunimarle, Pietermaritzburg, 3600                 | 4               |
| 3.1.2.11 | Mooi River Operations Depot   | District Rd (D54), Mooi River, 3600                               | 3               |
| 3.1.2.12 | Howick Operations Depot       | Old Main Road North/Tweede, Howick, 3290                          | 4               |
| 3.1.2.13 | Mnambithi Operations Depot    | un-named road off R600, on farm Kranskloof 13091, Ladysmith       | 3               |
| 3.1.2.14 | Ladysmith Operations Depot    | Hyde Rd, TFR Industrial site, Ladysmith, 3370                     | 3               |
| 3.1.2.15 | Ladysmith Workshop Depot      | 7 Hamilton Road, Ladysmith, 3370                                  | 3               |
| 3.1.2.16 | Fort Mistake Operations Depot | off N11 Ladysmith-Newcastle                                       | 3               |
| 3.1.2.17 | Newcastle Operations Depot    | 56 Marconi Street, Newcastle, 2940                                | 3               |
| 3.1.2.18 | Quagga Operations Depot       | Farm Road (P213), Quagga, 3100                                    | 3               |
| 3.1.2.19 | Scheepersnek Depot            | Main Rd Dundee to Vryheid (MR34), Vryheid, 3100                   | 3               |
| 3.1.2.20 | Witbank Operations Depot      | 9 Schoonland Drive, Ferrobank, Witbank, 1035                      | 4               |
| 3.1.2.21 | Secunda Operations Depot      | Near Brandspruit Mine, adjacent SASOL, Secunda, 2302              | 3               |
| 3.1.2.22 | Standerton Workshop Depot     | Heidelberg Road (R23), Standerton, 2430                           | 3               |
| 3.1.2.23 | Warden Operations Depot       | Harrismith, Harrismith district, Rondavel 1674, Farm Road         | 1               |
| 3.1.2.24 | Twini Operations Depot        | 305 Wanda Cele Str, Amanzimtoti                                   | 1               |
| 3.1.2.25 | Alrode Workshop Depot         | 3 Akasia Rd, Alrode, 1451                                         | 1               |
| 3.1.2.26 | Hilltop Operations Depot      | Farm road on Whispers 13893, off Chief Mhlabunzima Rd, Copesville | 1               |
| 3.1.2.27 | Villers Operations Depot      | Cornelia, Cornelia district, Niemandskraal, Farm Road             | 1               |
|          |                               | <b>Total</b>                                                      | <b>84</b>       |

**Table 3.1: ADDRESS AND ESTIMATE DURATION TO COMPLETE WORKS ON LISTED TPL SITES**



- 4.1.8.2. The analysis and evaluation of the hazards identified.
- 4.1.8.3. A documented plan and safe work procedures to mitigate, reduce or control the risks identified; and
- 4.1.8.4. A monitoring and review plan of the risks and hazards.
- 4.1.9. The *CONTRACTOR* providing the Works ensure that a copy of the hazard identification and risk assessment is available at the Site for inspection by an inspector. A duplicate copy is to be available for the *EMPLOYER*, any employee, any organisation, health and safety representative or member of the health and safety committee.
- 4.1.10. The *CONTRACTOR* providing the Works submits and demonstrates to the *EMPLOYER* before Providing the Works a documented health and safety plan, based on the *EMPLOYER*'s health and safety specification provided. The health and safety plan are applied from the starting date until the end of the defect correction period. A copy of such plan is to be available on request from the *EMPLOYER*.
- 4.1.11. The *EMPLOYER* has the right to stop work whenever safety violations are observed which could jeopardize the wellbeing of personnel and/or equipment. The expense of any such work stoppage and resultant standby time is for the *CONTRACTOR*'s account. The failure or refusal of the *CONTRACTOR* to correct the observed violation may result in the termination of the Contract, and/or the dismissal from the Site of those responsible for such failure or refusal.
- 4.1.12. The *EMPLOYER* may inspect the *CONTRACTOR*'s Equipment, Plant and Materials and the *CONTRACTOR* satisfies himself that his Equipment, Plant and Materials are safe to use before commencement and during the Works. Mobilisation requests are to be submitted prior to mobilizing any item.
- 4.1.13. The *CONTRACTOR* undertakes to replace any Equipment, Plant and Materials which, are in the *EMPLOYER*'s opinion unsafe to use, and the *EMPLOYER* may stop work in which the unsafe item is being used. The *CONTRACTOR* undertakes to have hard hats, hand gloves, safety shoes, long sleeved overalls and any other safety apparel and devices as the specific areas or tasks require whilst working in the Working Areas.
- 4.1.14. To preserve the high safety standards, the *CONTRACTOR* undertakes to:
  - 4.1.14.1. Successfully undergo safety induction training regarding the *EMPLOYER*'s safety requirements of the specific Working Areas. The duration of the training depends on the area and the specific requirements, but generally requires two hours.
- 4.1.15. The *CONTRACTOR* provides identification badges to all its employees working either directly or indirectly under its supervision. These badges are worn conspicuously by these employees at all times when on the jobsite.
- 4.1.16. No smoking is allowed in the work area(s) or outside of the designated smoking area.



## 4.2. SAFETY REQUIREMENTS

- 4.2.1. The *CONTRACTOR* shall have in effect a safety plan and a designated Safety Representative who shall be suitably competent and experienced.
- 4.2.2. The *CONTRACTOR's* Safety Representative is responsible for initiating the safety program, ensuring that jobsite safety requirements and procedures are accomplished, conducting safety inspections of the Works being performed, conducts weekly safety meetings with craft employees and submitting weekly reports to the Project Manager documenting safety activities. The Safety representative responsible for a continuing survey of its operations, to ensure that the probable causes of injury or accident are controlled, and that operating equipment, tools and facilities are used, inspected, and maintained as required by applicable safety and health regulations.
- 4.2.3. The *CONTRACTOR* provides to the Project Manager a copy of all reports made to government agencies or insurance companies relating to any jobsite accident or injury during the *CONTRACTOR's* performance of the Works.
- 4.2.4. The *CONTRACTOR* satisfies the *EMPLOYER* that:
  - 4.2.4.1. The *CONTRACTOR* complies with the OHS Act regarding legal appointments required, by submitting copies of such appointments on demand.
  - 4.2.4.2. The *CONTRACTOR's* personnel executing the Works are trained and experienced in the work to the extent that they are competent to do it safely. The *CONTRACTOR* submits written proof of the training and experience of any of his people after being requested to do so by the *EMPLOYER*.

## 4.3. *CONTRACTOR'S* HEALTH AND SAFETY FILE

The *CONTRACTOR* is required to submit a compliance Health and Safety file for review and approval to the SHEQ Department, see **Annexure "B"** *CONTRACTOR* compliance file assessment checklist. Site access will only be recommended once the aforementioned approval has been provided. The SHE file must include but not limited to the following documents:

- 4.3.1. A valid Letter of Good Standing with the Workman's compensation.
- 4.3.2. In addition, proof of relevant insurances to carry out work.
- 4.3.3. *CONTRACTOR* Health & Safety Plan correlating with TPL Health & Safety Specification Guidelines (TRN-IMS-GRP-PROC-014) submitted and approved.
- 4.3.4. Copies of TPL & *CONTRACTOR's* health, Safety & Environmental Policies
- 4.3.5. Mandatory agreement as per section 37.2 of the OSHACT. Act 85 of 1993 and CR 5.1(K)
- 4.3.6. Legal Appointments of Employees
- 4.3.7. Risk Assessments, Method statements and Safe Working Procedures



4.3.8. Employee Induction packs shall include the following documents:

- Employee scope of work.
- Proof of site-specific induction (*CONTRACTOR*).
- Copy of ID Document.
- Legal Letter of Appointment.
- Abbreviated CV for the management and Legal appointees.
- Proof of competence.
- Valid entry medical certificate of fitness done by an Occupational Health Practitioner.

4.3.9. Project Specific Risk Assessment indicating the full scope of work and risk profile.

4.3.10. Copy of equipment registers to be used with copy of each item's inspection checklist.

4.3.11. Copy of nominated responsible person to conduct monthly inspections and proof of their competency.

4.3.12. Organogram of reporting structure: This document must provide all persons appointed in terms of OHS Act & Regulations (85 of 1993) including contact details. (Rev number, date, approval) All other statutory registers as required by the OHS Act No. 85 of 1993.

4.3.13. Copy of equipment registers to be used with copy of each item's inspection checklist.

4.3.14. Copy of nominated responsible person to conduct monthly inspections and proof of their competency. All other statutory registers as required by the OHS Act No. 85 of 1993.

4.3.15. The *CONTRACTOR* will be issued with a starter kit at the kick-off Meeting, the starter kit will contain all the health and safety templates and procedures to be used throughout the contract.

4.3.16. The *CONTRACTOR* shall ensure that no person or employees are allowed to enter TPL facilities on their behalf, unless that employee or person has undergone, SHE induction pertaining to the hazards prevalent to the site at the time of entry.

4.3.17. All safety documents shall comply with the Project Document Control Procedure.

4.3.18. The *CONTRACTOR* shall furnish the client with the Exit Medicals at the end of the contract.

4.3.19. The *CONTRACTOR* shall also ensure that the correct PPE is worn at all times.

- NOTE TO *CONTRACTORS*: *CONTRACTOR* to ensure that their Health & Safety Management plan as well as their Baseline Risk Assessment includes the management of communicable diseases.

#### 4.4. ACCESS CONTROL TO SITE

##### 4.4.1. Security Screening

4.4.1.1. The *CONTRACTOR* will be expected to go through security screening prior to be given access to Transnet premises.

4.4.1.2. The following documents are needed from the company: -

- a) Company registration number.
  - b) CIPC registration.
  - c) Company TAX clearance TCS Pin.
  - d) Certified Copies of ID of directors.
  - e) Fingerprints of directors (Use SAP 91) to be found at local SAPS. Original fingerprints must be submitted.
  - f) Certified Copies of ID of employees who will be working on site.
  - g) Fingerprint of employees who will be working on site (Use SAP 91) to be found at local SAPS. Original fingerprints must be submitted.
- Note: Please take note that SSA takes 3- 4 weeks for screening to take place once all required documentation has been submitted.



## 5. ENVIRONMENTAL MANAGEMENT REQUIREMENTS

- 5.1. The *CONTRACTOR* shall at all times comply with Environmental Requirements prescribed by law as they may apply to the services/ project. The Service Provider shall comply with the provisions of the National Environmental Management Act 107 of 1998, National Environmental Management: Waste Act 59 of 2008 and any other applicable environmental legislation. The *CONTRACTOR* perform duties of the employer and is in every respect responsible for compliance with the provisions of the Acts.
- 5.2. The *CONTRACTOR* will be responsible for environmental rules that TPL may require to be implemented and shall comply with the Transnet *CONTRACTOR* Management Procedure (TRN-IMS-GRP-PROC-014).
- 5.3. The *CONTRACTOR* is required to compile and submit a SHE Compliance File to TPL, that will include, but not limited to Environmental Management Plan (EMP) that is specific to the service/ project. The EMP is project specific and addresses the projects potential environmental impacts and their mitigation measures. Site access and commencement of execution of the scope of work will be subject to the review and approval of the SHE Compliance File.
- 5.4. The *CONTRACTOR* shall perform all activities within the site and working areas having due regard to the environment and to environmental management practices as more particularly described within the aforesaid Project Environmental Specifications.
- 5.5. The *CONTRACTOR* to implement sound waste management practices as defined in the EMP. All waste generated by the *CONTRACTOR* on site to be disposed by the *CONTRACTOR* at the permitted landfill site.
- 5.6. The above requirements shall be applicable to the main *CONTRACTOR*, its *CONTRACTORS*, and suppliers. All personnel will be required to attend the environmental induction prior to commencement with their activities.