

PART 3: SCOPE OF WORK

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C3.1: EMPLOYER'S SERVICE INFORMATION

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1 Description of the service

1.1 Introduction

Pneumatic boiler cylinders are used to drive various boiler components. These cylinders are used on the burner corners and windbox dampers at Kendal Power Station. There are a total of 2 types of cylinders that are used, namely: burner tilt and windbox damper.

The burner tilt cylinders are needed to adjust the PF firing angle and the windbox dampers to control the combustion air and prevent burn backs from the furnace. All these cylinders are essential for boiler operation and not having them when needed will result in longer downtime of the boiler plant which will have a negative impact on production in the long run. To avoid unavailability of the mills and PF burners, the cylinders must be available and up to OEM spec.

1.1.1 Scope

This document covers the works information for the removal, installation and commissioning of Pneumatic Boiler Cylinders for a period of 5 years at Kendal Power Station.

1.1.1.1 Purpose

The purpose of this document is to provide the scope of work for the installations and commissioning of pneumatic boiler cylinders at Kendal Power Station.

1.1.1.2 Applicability

This document shall apply throughout Kendal Power Station's.

1.1.2 Normative/Informative References

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

1.1.2.1 Normative

- [1] ISO 9001 Quality Management Systems
- [2] Quality Standard ISO9001:2008
- [3] ISO 14001:2004 - Environmental Management Systems
- [4] BS EN 10204:2004 Metallic Products: Types of Inspection Documents

1.1.2.2 Informative

- [1] 240-10565800 - Supplier Quality Management Specification
- [2] QM-58 - Supplier Contract Quality Requirements Specifications
- [3] *1017374 - Kendal Quality Manual
- [4] *1017357 - Non-Conformance, Corrective and Preventive Action
- [5] *1017401 - Integrated Risk Management Work Instruction
- [6] *1017482 - Control and Approval of Quality Plan
- [7] *1019284 - Personal Protective Equipment Work Instruction
- [8] *1015807 - SANS OHAS 18001:2011 Management System

[9] *1017372 - Occupational Health and Safety Hazard Identification Work instruction

1.1.3 Abbreviations

Abbreviation	Description
GO	General Overhaul
IR	Interim Repairs
NDT	Non-Destructive Tests
OHS	Occupational Health and Safety
QCP	Quality Control Plan
SHEQ	Safety Health Environment & Quality
WPS	Welding Process Specification

1.1.4 Definitions

GO	< 6 weeks	GENERAL OVERHAUL This is a full turbine centreline outage Boiler statutory inspection/tests and refurbishment Boiler & turbine auxiliary plant refurbishment
IN	1 - 2 weeks	INSPECTION For inspection purposes only to determine scope of work or obtain history; i.e. fans, boiler, ducting, air heaters and precipitators/FFP
IR	2 - 4 weeks	INTERIM REPAIRS This is done between a GO and MO Scheduled to perform critical repairs to prevent plant failures until the next scheduled outage like boiler tube leak prevention, air heater- and precipitators/FFP repairs/washing
MO	4 - 6 weeks	MINI OVERHAUL This is a partial turbine centreline outage Scheduled at intervals between GO's to perform outage related refurbishment work that: Prevents the unit to run from GO to GO, typically boiler, air heater, burner and ducting work etc. GO activities that can fit in during the outage without extending the duration to relieve resource risks and congestion during GO's, typically turbine steam admission valve refurbishment and generator inspections
ST	As required	SHORT TERM PLANNED REPAIRS Any planned work required outside of the normal outage philosophy Planned and requested 28 days in advance Readiness indicator and ORC Risk Report to be submitted with the request

Definition	Explanation
<i>Contractor</i>	In the context of this document, the " <i>Contractor</i> " will be regarded as the service provider who is authorised by the station to execute the specific work contained in this document
<i>Employer</i>	In the content of this document, the <i>employer</i> will be regarded as the Eskom power plant receiving the service from the <i>contractor</i>

1.1.5 Roles and Responsibilities

The *Contractor* is responsible for the entire *works* as prescribed in this Works Information.

The *Employer* is responsible to provide the design requirements as well as the scope of work.

1.1.5.1 Maintenance and Outages Department

- Ensure quality control of spares received at stores,
- Ensure reservation of spares required spares,
- Develop Kendal specific pneumatic cylinder spares management system,
- Forward planning to ensure stock availability,
- Management of contract
- Inform contractor supplier of outage date and plan of installation and commissioning
- Ensure installation falls within the required outage/opportunity duration

1.1.5.2 Engineering Department

- Provide detailed technical expertise

1.1.5.3 Quality and Assurance Department

- Ensure quality control processes are in place.
- Ensure adherence to Eskom operating procedures, policies, guidelines and plant safety regulations
- Review and accept quality plans

1.2 The Contractor 's Scope

1.2.1 General Requirements for the Works

- 1) The *Contractor* installs and does hot and cold commissioning of the pneumatic cylinder spares at Kendal Power Station on an "as and when" required at Kendal Power Station.
- 2) The *Contractor* shall provide manpower for all activities occurring on site and ensure reliable transportation of employees to site. Manpower required include 1x supervisor, 3x technicians, 2 x mechanics and 1x safety officer.
- 3) The *Contractor* shall be responsible for the removal of existing pneumatic cylinders from the plant and booking them back to stores before commencing with installation.
- 4) This contract is on an 'as and when required' basis. The *Contractor* will be required to conduct installation of the wind box pneumatic cylinders at Kendal Power Station.

1.2.2 Detailed Scope of Work

1.2.2.1 Installation Scope of Work – Burner Corner Auxiliary Air Damper and Burner Tilt Cylinders

- The *Contractor* shall install, commission, and hand over all pneumatic cylinder and positioner equipment as detailed in the purchase order.
- The works shall be executed during planned unit outages. The *Contractor* shall plan and resource the execution of the works in accordance with the approved outage schedule and the maintenance

window allocated for the unit. The *Contractor* shall submit a detailed installation programme, and Quality Control Plans (QCPs) for review and approval by the *Employer* prior to commencement of the works. The installation programme shall be aligned with all other maintenance activities being performed on the burner corners during the outage period.

- The *Contractor* shall provide technical support during boiler light-up and unit start-up following completion of the installation to ensure that any defects, adjustments, or commissioning-related issues are identified and rectified timeously. This may include working outside normal working (Shift work) hours and weekends.

1.2.2.2 Scope of Work

The *Contractor* shall:

- The *Contractor* shall assess the plant before decommissioning and ensure that all consideration is made for the impulse line and fittings.
- Decommission and remove all existing burner tilt pneumatic cylinders, auxiliary air (Windbox) damper cylinders, associated positioners, mounting hardware, cabling, tubing, fittings, and related accessories.
- Collect, transport, and store all removed equipment in a secure location designated by the *Employer*.
- Supply and install new pneumatic cylinders, and positioners at all burner elevations.
- Inspect and verify the condition of all pneumatic impulse lines, air supply lines, fittings, and connections, and rectify any defects identified.
- Verify the integrity and functionality of all mechanical links between the cylinders and dampers prior to commissioning, this is done with the assistance of the mechanical section.
- Perform individual functional testing and commissioning of each cylinder and positioner assembly.

1.2.2.3 Cold Commissioning

Cold commissioning shall be performed prior to boiler start-up and shall include, but not be limited to, the following:

- Verification of correct installation and alignment of cylinders and positioners.
- Verification of instrument air supply pressure and quality.
- Functional testing of each cylinder to confirm smooth and unrestricted operation throughout its full travel range/ stroke length.
- Verification that all links are correctly connected and adjusted.
- Confirmation that burner tilt mechanisms and auxiliary air dampers achieve full opening and closing positions as required, this task is done with Mechanical section.
- Calibration and verification of position feedback signals from all positioners.
- Recording and documentation of all commissioning results.

1.2.2.4 Cold Commissioning

Hot commissioning shall be conducted during boiler start-up and operational testing and shall include complete loop testing between the field equipment and the control system.

The *Contractor* shall:

- Verify correct operation of all cylinders, positioners, and associated control loops from the control system.
- Confirm correct response of the field equipment to commands issued from the control room.

- Perform functional testing at a minimum of the following operating positions: 0%, 25%, 50%, 75%, and 100%.
- Verify position indication, feedback accuracy at the control room.
- Demonstrate satisfactory operation of the burner tilt and auxiliary air damper control systems under operating conditions.
- Submit commissioning records and final acceptance documentation to the *Employer*.

The following are all pneumatic cylinders and positioners to be installed, included in the table are material descriptions and quantities.

Tale 1: *Supplier's* installation spares list

Description	Quantity of installation
POSITIONER, VALVE: TYPE: PNEUMATIC; OEM Part No.: AV1.1.2.000	480
POSITIONER, VALVE: TYPE: ELECTROPNEUMATIC; OEM Part No.: V18345.30.10.42001 (TZIDC)	54
WIND-BOX DAMPER PNEUMATIC CYLINDER: OEM Part No.: LP.10.V.1.0.0.0.3.0	480
BURNER TILT PNEUMATIC CYLINDER: OEM Part No.: LP.50.V.4.3.0.0.1.5	120

1.2.2.5 Corrosion Protection

The *Contractor* is required to provide the necessary coating required to preserve for storage purposes.

1.2.2.6 Codes and Standards

The design codes and standards which need to be adhered to are given below.

Governing

- (1) OHS Act - Occupational Health and Safety Act No.85 of 1993
- (2) 240-51544462 - Integrated Demand Management Supplier Contract Quality Requirements Specification
- (3) BS EN 10204:2004 Metallic Products: Types of Inspection Documents

Corrosion protection

- (1) 36-681 Eskom Protective Coating Standard

Configuration management:

- (1) 240-76992014 - Project/Plant specific technical documents and records management work instruction

1.2.3 Safety

Refer to SHEQ Policy statement 32-727 and the OHAS 18001

Eskom Safety and Health standards, specifications, directives and practices shall apply. The following legislations are applicable:

The *Supplier* shall comply with the health and safety legislation, and Eskom SHE standards/directives which shall include minimum:

- Occupational Health and Safety Act (No 85 of 1993) – included is the Construction Regulations.
- Eskom Construction safety health and environmental procedure 32-136.
- Compensation for Occupational Injuries and Diseases Act
- Eskom SHEQ Policy 32-727
- Eskom Life Saving Rules procedure 240-62196227
- Vehicle and Driver Safety Management procedure 32-93

1.2.4 Environment

Refer to SHEQ Policy statement 32-727 and ISO 14001

1.2.5 Risk Management

Risk assessment shall comply with the following documents:

- Kendal Quality Management Manual *1017374
- Kendal Integrated Risk Management Procedure *1017401

2 Management strategy and start up.

2.1 The *Contractor's* plan for the service

- a) The *Contractor* to submit a first plan for acceptance within (one) 1 week of the contract start date.
- b) The *Contractor* submits a program in MS Project / Primavera format (confirmation required upfront)

The program includes:

- Activities
- Durations in hours
- Predecessors
- Successors
- Total float
- No constraints (linking to be done properly)
- No resources
- No unnecessary calendars (remove all)
- No empty lines

Daily feedback on progress required for duration of each task order program.

- c) Flexibility with the start of outages
 - The outage start date is stated on the Task Order
 - Movement to Outage dates can take place due to the country's demand for electricity.
 - Any movement to Outage dates is to be communicated in writing by the *Service manager* at least 48 Hours before outage start. Notification of change to the outage date to the *Contractor* before 48 Hours to the outage start date will have no claims for compensation.
 - A new Task Order is to be issued, which specifies the revised Outage start date as soon as the new start date is available.
- d) *Service Manager* to accept or reject the plan within the one (1) week period.
- e) The plan should include starting dates and end dates of the service period.
- f) The plan should have provision for time risk allowances, health and safety requirements.

2.2 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Supply Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Kick off meeting	At the start of the Contract	Kendal Power Station / MS Teams	<i>Service Manager</i> , other parties and <i>Contractor</i>
Outage Meeting	As an when scheduled	Kendal Power Station	<i>Employer</i> , <i>Contractor</i> and other parties
Work Stoppage meeting	As incident occurs	Kendal Power Station	<i>Employer</i> , <i>Contractor</i> and other parties
Risk register meeting	When the need arises	Kendal Power Station	<i>Employer</i> , <i>Contractor</i> and other parties
Overall contract progress and feedback meeting	Last Friday of every month end	Kendal Power Station	<i>Service Manager</i> and <i>Contractor</i>

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 the purpose of 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.

2.3 Contractor's management, supervision and key people

- The *Contractor* must be familiar about the conditions and scope of work contained in this contract and capable to execute the work.
- The *Contractor* ensures that only competent persons be allowed to provide the service.
- The *Contractor* ensures that all necessary tools and equipments are available for the service.
- The *Service Manager* is entitled to verify the qualifications of the *Contractor* and *Service Manager* may, having stated his reasons, instruct the *Contractor* to remove an employee. The *Contractor* then arranges that, after one day, the employee has no further connection with the work included in this contract.
- The *Contractor* may not replace any of the key persons, without prior written request and approval thereof from the *Service Manager*.

2.4 Provision of bonds and guarantees

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the *Contractor* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Employer* may withhold payment of amounts due to the *Contractor* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Contractor* by the *Service Manager* to receive and accept such bond or guarantee. Such withholding of payment due to the *Contractor* does not affect the *Employer's* right to termination stated in this contract.

2.5 Documentation control

Document management control will be handled as per the *Employer's* document and records management procedure 32-6, 32-1 and 32-21 which is obtainable from the *Employer's Representative*. All communication will be in writing.

- Each instruction, certificates, submissions, proposal, records, acceptance, notification, reply and other communication which this contract requires is communicated in the form of which can be read, copied and recorded.
- All procedures, work instructions, forms and all contractual communications must be controlled for the duration of the contract.
- All contractual communications will be in the form of properly compiled letters or forms attached to emails and not as a message in the email itself.
- Monthly and weekly reports to be discussed, compiled and handed over to the *Employer's representative*.
- All NEC standard forms should be used, e.g. Task orders, Early Warnings, Defect certificates and Assessments.
- After all the work has been completed, the data package is to be submitted as per agreement between the *Employer* and the *Contractor*.
- On completion of the contract all documents, records and files relating to the contract need to be submitted to the *Service Manager* for recordkeeping.

2.6 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to
Eskom Holdings SOC Ltd
Kendal Power Station
Private Bag X7272
Emalahleni
1035

and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

All invoices must be submitted to invoiceseskomlocal@eskom.co.za after the service have passed the quality control processes which include approved service entry.

If there is a Cost Price Adjustment (CPA) on your invoice, it is recommended that the *Contractor* issue a separate invoice for CPA so that if there are any issues on the CPA the rest of the invoice can be paid while resolving the CPA issues.

It is important that the value stated on the Invoice must be the same as the value stated on the Order. If the invoice value is different from the Order value payment of the invoice will be delayed. It is strongly recommended that if there are any discrepancies on the Invoice, it be rectified BEFORE it is submitted for payment.

2.7 Contract change management

Any item that affects the prices or has the potential to do so, is immediately communicated to the *Service Manager* via an early warning and/or followed by a claim for compensation event with a quotation.

After consideration, approval may be given by the *Service Manager*, and the *Contractor* may implement the compensation event accordingly.

All claims will not necessarily be approved as a compensation event nor do quotes have to be accepted unchanged since the *Service Manager* performs an evaluation and approves justifiable costs only.

2.8 Records of Defined Cost to be kept by the Contractor

The *Contractor* keeps accurate and complete books of accounts, records and other evidence relating to the actual costs. Records and accounts must reflect all the work done on the contract. These are open to audit. All documentation is kept by the *Contractor* for a period of five (5) years following completion of the contract. This information must be kept up to date at all times.

The *Contractor* may be requested to submit to the delegated *Service Manager* proof of costs incurred, which may include the following:

- The number and grading of employees within the working areas.
- The number and grading of employees outside the working areas.
- Copies of their daily time cards.
- Cost allocation.

- Payroll registers.
- Schedule of equipment and timesheets, and
- Any other information the *Service Manager* reasonably requires.

2.9 Insurance provided by the *Employer*

As per Core Clause Z12.2 stated in C1.2a TSC3 Contract Data (Data Provided by the *Employer*) of this NEC3 TSC3 document.

2.10 Training workshops and technology transfer

Kendal Power Station will from time-to-time schedule Plant Safety Regulations training, it is the responsibility of the *Contractor* to book his personnel for the training.

2.11 Things provided at the end of the *service period* for the *Employer's* use

2.11.1 Information and other things

All records, data books, inspection reports, access cards, etc related to the works

2.12 Management of work done by Task Order

A task order will be issued for tasks at hand as per descriptions from the *Service Manager* who will be managing this contract on the *Employer's* behalf.

- Task Orders are issued for every service to be rendered.
- Task Order is the instruction to commence work and it must be finalised, accepted and signed by both the *Service manager* and the *Contractor*.
- All work will be issued on a Task Order system.
- The Task Order will include a detailed description of the work on that specific task.
- The Task Order will include priced list of items of work in the Task in which items taken from the Price List are identified.
- The Task Order will include the starting and completion date of the task.
- The *Contractor* will be obliged to avail the resources as agreed on Task Order.
- Assessment of work will be conducted after every Task Order completion.
- Task Order is issued per Outage one month prior to the start of an outage and at any time during the Outage.
- A logical bar chart, which includes all activities specified in the Scope of Work must be supplied on Microsoft Projects.
- Programme must be submitted two (2) weeks in advance, revised programme must be submitted for acceptance one (1) week before the start of the Outage.
- The duration, predecessors and successor for each activity, as well as any known interface activities, must be indicated.
- Due to the fast-track nature on the work, updating of the plan of work will be done daily.

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

The principal contractor and all appointed contractors will comply with all the legislation, including Eskom health and safety procedures pertaining to this project minimum being:

- 3.1.1 Occupational Health and Safety act 85 of 1993 and Regulations
- 3.1.2 Compensation for Occupational Diseases and Illnesses Act 130 of 1993
- 3.1.3 Basic Conditions of Employment Act 75 of 1997
- 3.1.4 National Environmental Management Act 1998 (Act 107 of 1998).
- 3.1.5 Environment Conservation Act 1989 (Act 73 of 1989).
- 3.1.6 National Road Traffic Act 93 of 1996.
- 3.1.7 Project SHE Specification provided.
- 3.1.8 SANS Standards –Contractor shall use the relative standards applicable to the project.
- 3.1.9 Eskom Plant Safety Regulations
- 3.1.10 National Disaster Management Act Covid-19

The *Contractor* must ensure that all contractor employees attend the *Employer's* Health and Safety Induction free of charge prior to commencement of any work. This is usually presented at the power station, Monday to Friday and normally from 09:00 to 11:00. This is a two (2) hour induction and is valid for the duration of one (1) year.

3.2 Environmental constraints and management

The *Contractor* provides Eskom with the copy of:

- Environmental Policy in terms of ISO14001:2015
- A detailed signed Contractor's Environmental Management Plan (EMP) pertaining to site specific activities.
- Waste Management Plan

3.3 Quality assurance requirements

The contractor shall comply with the latest ISO 9001:2015 Quality management systems-requirements. The documented management system shall be available and implemented and effective as per the ISO 9001:2015 QMS standard requirements. The contractor shall meet the minimum requirements stated in the Eskom supplier Quality Management Specification 240-105658000 or QM-58 and ensure that all these requirements are met before contract award/execution as per the QM-58 such as Contract Quality Plan, QCPs and other related procedures or documented information which are required during tendering process.

4 Procurement

4.1 People

4.1.1 Minimum requirements of people employed.

SDL&I to provide information.

4.1.2 BBBEE and preferencing scheme

SDL&I to provide information.

4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)

The *Contractor* complies with and fulfils the *Contractor's* obligations in respect of the Accelerated and Shared Growth Initiative - South Africa in accordance with and as provided for in the *Contractor's* ASGI-SA

The *Contractor* shall keep accurate records and provide the *Service Manager* with reports on the *Contractor's* actual delivery against the above stated ASGI-SA criteria.

The *Contractor's* failure to comply with his ASGI-SA obligations constitutes substantial failure on the part of the *Contractor* to comply with his obligations under this contract.

4.2 Subcontracting

4.2.1 Preferred subcontractors

SDL&I to provide information.

4.2.2 Subcontract documentation, and assessment of subcontract tenders

SDL&I to provide information.

4.2.3 Limitations on subcontracting

SDL&I to provide information.

4.2.4 Attendance on subcontractors

SDL&I to provide information.

4.3 Plant and Materials

4.3.1 Correction of defects

Spares which are still under warranty will be the responsibility of the *Supplier* unless proven otherwise to be negligent from the *Employer*.

4.3.2 Tests and inspections before hand-over

Quality checks and quality assurance will be done before the cylinders are handed over to Kendal Power Station Outage department. After the tests and inspections are done with the verification of the *Employer's* representative, the *Contractor* to hand-over the data pack to the *Service Manager* for acceptance.

4.3.3 Plant & Materials provided “free issue” by the *Employer*

- The *Employer* will provide power supply, water and land for storage of equipment and material.
- Should the *Contractor* need to use of any of the *Employer's* equipment, including compressed air, electricity, water supply and mobile crane, it must be specified by the *Contractor*. The *Employer* does not guarantee continuity of supply of any of these items.

4.3.4 Cataloguing requirements by the *Contractor*

The *Contractor* shall assist the *Employer* with cataloguing of spares were necessary if the need arise.

5 Working on the Affected Property

5.1 Employer's site entry and security control, permits, and site regulations

- 1) Yearly Induction is needed for access to Kendal Power Station.
- 2) Gate access permit is needed for daily entry.
- 3) Kendal Power Station site speed limit is 40KM/h.
- 4) All *Contractor* personnel to undertake Police clearance. Certificates to be provided to the *Service Manager* at least 2 weeks before commencement of work.
- 5) The *Contractor* applies for access permits for all works exceeding four (4) weeks via the *Service Manager*, who will co-ordinate this.
- 6) The *Contractor* applies for *Contractor's* Permits for all his employees and/or sub-contractors at the Security gate, at least 24 hours prior to entry of the Kendal Power Station Security Area.
- 7) The *Contractor* completes the specific form in the Kendal Power Station *Contractors* Safety Manual, listing all of the personnel that he intends using on site.
- 8) The completed list, identified with the *Contractor's* name, contains the following information: •
 - Employee Name
 - Employee ID Number
 - *Eskom Safety Co-ordinator signature*
 - *Eskom Project Manager signature*
 - Validity Date
- 9) No permits are issued to personnel who have not attended safety induction.
- 10) The *Contractor* photocopies the first page of the ID book of every one of his employees; reduced to the size 65%.
- 11) This completed list, together with the photocopies of the ID books is delivered to Protective Services for the preparation of the *Contractor's* Permits.
- 12) The *Contractor* allows at least 24 hours for the preparation of the security permits, before he collects the permits from the Protective Services offices.
- 13) The *Contractor's* personnel are required to be in possession of a *Contractor's* Permit at all times inside Kendal Power Station.
- 14) All *Contractors'* permits are submitted back to Protective Services when the workers leave the site after completion of the *works*. Failure to return the permits will result in a fee penalty for each non returned permit.
- 15) The *Contractor* compiles detailed Tool Lists (obtainable from Protective Services) of all tools and equipment to be taken on site before arriving at the power station.
- 16) Authorised copies of these lists are retained to be used again when the tools and equipment is removed from site.
- 17) The *Contractor's* visitors and all personnel conform to the security arrangements that are in force at Kendal Power Station.
- 18) Application forms for visitors are filled in by the *Contractor's* Site Manager and approved by the *Service Manager* and submitted to the *Employer's* Protective Services office one day prior to the visit.
- 19) Visitors will not be allowed on site if the necessary forms are not in the possession of security staff.
- 20) The Chief Security Officer may, with valid cause, remove any of the *Contractor's* personnel from site, either temporarily or permanently. He may deny access to the site to any person whom, in the opinion of the said Chief Security Officer, constitutes a security risk.
- 21) No unauthorised vehicles will be allowed on site. Only *Contractor's* vehicles with displayed Contract Vehicle Permits disks will be allowed on site. Contract Vehicle Applications are directed to the *Service Manager* for consideration and approval.
- 22) The *Contractor* is restricted to the Site. The *Contractor* is forbidden to enter any other areas and ensures that his employees abide by these regulations.
- 23) Parking inside the power station is strictly forbidden, except for loading purposes.
- 24) No recruiting of casual labour may be done on Eskom premises, including the area outside the Power Station Security Gate.

- 25) Security personnel may search any premises, property or person within the security area of Kendal Power Station
- 26) No Photographic equipment will be allowed within the security area of the Power Station without obtaining permission.
- 27) Application forms for such permission is available from the Protective Services offices.
- 28) Any person found in possession of such equipment will be prosecuted in terms of the National Key Point Act
- 29) Vehicles to be parked in reverse.

5.2 People restrictions, hours of work, conduct and records

The *Contractor* personnel to work the same working hours as Eskom personnel which are as follows:

Monday to Thursday -07:15 to 16:30

Friday – 07:15 to 12:15

Lunch break – 12:00 to 12:30

Delivery Times:

Monday to Thursday – 08:00 to 15:30

Friday – 08:00 to 10:30

It is very important that the *Contractor* keeps records of his people working including those of his *Sub-Contractors*. The *Service Manager* shall have access to them at any time.

5.3 Health and safety facilities on the Affected Property

Kendal power station has a medical station on site and a standby paramedics service for emergencies. There is a medical centre on site for emergency purposes contact number 013 647 9391.

5.4 Environmental controls, fauna & flora

Hunting of animal and picking of plant is not allowed on site.

5.5 Cooperating with and obtaining acceptance of Others

The *Contractor* will be exposed to multiple *Contractors* working in the same plant area, and it is the *Contractor's* duty to co-operate with the other *Contractors* and/or sub-*Contractors* to achieve service delivery. The *Contractor* will interact with the other *Contractors* or parties to comply with statutory requirements.

5.6 Records of *Contractor's* Equipment

The *Contractor* shall register all tools brought to site at Kendal Power Station security gate and keep the tool list safe for the duration of the contract. The *Contractor* is fully responsible for the tools brought to site.

5.7 Equipment provided by the *Employer*

- The *Employer* allows the *Contractor* to use Overhead Cranes and Electric Hoists, provided the *Contractor's* employees are authorised as Lifting Machine Operators.
- The *Employer* provides scaffolding; the request shall be made through the *Employer's Representative*.

- Should the *Contractor* require using any of the *Employer's* equipment, including compressed air, electricity, water supply and mobile crane, it must be specified by the *Contractor* during the kick-off meeting. The *Employer* does not guarantee continuity of supply of any of these items.
- The *Employer* shall be entitled to withdraw use of the said equipment, should proper maintenance and cleanliness not be ensured. In the event, the *Contractor* shall be obliged to provide the necessary equipment at his own cost.
- The *Contractor* is responsible for the repair, replacement or correction as necessary of all pieces of tools and equipment supplied by the *Employer* which are damaged and / or lost whilst in the *Contractor's* custody and control.
- The *Contractor's* Site Manager must ensure that any one of his employees or *Sub-Contractor* operating hoist equipment belonging to the *Employer* is authorised by an Accredited Company and retraining is done annually.
- A copy of this accredited and valid training certificate must be given to the *Employer's* Supervisor, who will then arrange access or usage.

5.8 Site services and facilities

5.8.1 Provided by the *Employer*

- a) **Water**
- b) **All scaffolding needs will be provided by Kendal Power Station contract on site.**
- c) **Refuse Disposal**
 - The *Employer* provides special colour coded bins for refuse disposal. These bins are emptied by the *Employer* free of charge.
 - The *Contractor* ensures that all workers under his control strictly adhere to the correct use of refuse bins as stated in the Plant.
- d) **Supply of Electricity**
 - *Employer* will make available to the *Contractor* 220/230-volt electrical supply free of charge from the closest existing point of supply.
 - The *Contractor* is to make provision for the necessary extensions and plug points.
 - The *Contractor* provides his own portable electrical distribution boards, and supply cables to and from the boards for all his power supply requirements to execute the works.
 - All Electrical boards must be inspected and tested before connecting to a power supply.
 - Each board brought onto site must have a Certificate of Compliance issued by an accredited person.
 - The *Contractor* will adhere to the Electrical Installation Regulations
- e) **Medical Facilities**
 - The *Contractor* provides a First Aid service to his employees and Sub-Contractor. In the case where these prove to be inadequate, like in the event of a serious injury, the *Employer's* Medical Centre and facilities are available.
 - Outside the *Employer's* office hours, the *Employer's* first-aid services are only available for serious and life-threatening situations.
 - The *Employer* recovers the costs incurred in the use of the above *Employer's* facilities from the *Contractor*.
- f) **Toilet Facilities**
 - Temporary chemical toilets are provided by the *Contractor* were deemed necessary.
 - *Contractor* shall provide everything else necessary for providing the service.

5.8.2 Provided by the *Contractor*

The *Contractor* should provide facilities they deem necessary in executing the work.

- All temporary building, cabins and containers including change rooms and all related items including but not limited to firefighting equipment.

- All hand tools and equipment, including emergency retracting air tool, flexible pipe and fittings.
- All lifting equipment and slings, and any other items in order to fulfil the scope of work.
- Communication equipment such as portable two-way radios compatible with Kendal Radio.
- Security of Contractor's yard and equipment.
- *Contractor* must have Transport for personnel coming to site.
- All vehicles provided by the *Contractor* must be road worthy and comply with Kendal standards.
- *Contractor* is responsible for providing PPE to all their employees coming to Kendal Power Station.
- Everything else necessary for providing the service.

5.9 Control of noise, dust, water and waste

Kendal Power station can be very dusty at times. The *Contractor* to use a dusk mask to protect themselves from dust. *Contractor* shall adhere to the Kendal waste management plan which will be shared with the *Contractor* during induction training.

5.10 Tests and inspections

5.10.1 Description of tests and inspections

The *Contractor* shall provide the *Service Manager or Employer's Representatives* with a minimum of 48 hours advance notice for inspections and intervention points requiring their attendance.

6 List of drawings

6.1 Drawings issued by the *Employer*

The drawings will be provided at request, if available, otherwise a sample will be provided.