



PetroSA

**PROVISION OF AVIATION SERVICES
SCOPE OF WORK**

Tender Number: CTT26188

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1.0 SCOPE OF WORK

1.1 Background

PetroSA has identified a requirement to enter into a long-term 3-year or 5-year aviation services contract with a suitable aviation operator that provides opportunities for increased safety performance and operational efficiency.

Gas production activities take place from the FA Platform (S 34 58.22 E 022 10.24). The diameter- and tonnage-value for the FA platform is 22.2 meters and 9.3T, respectively. Only the Heliport at George has refuelling capabilities. Additional capabilities during shutdown periods will also be required from the aviation service provider to and from the FA platform. In addition, the service provider must have both hoisting and underslung capability as operations to some decks may require winching personnel to and from the deck, whereas slinging capability must provide for heavier loads which cannot be carried internally.

Aviation operations to offshore facilities will be conducted from George Airport (FAGG). The airport allows for non-precision and precision approaches. Other land-based facilities which the aviation service provider may have to service include the GTL Refinery located outside of Mossel Bay and the George Hospital Helipad. The helipad is managed by PetroSA.

The PetroSA facilities to be utilised during the contract by the aviation service provider as the main base of operations is located at George Airport (34°00'07.65"S and 22°22'28.63"S) and include one hangar (approximate size 1269 m²), offices (approximate size 364 m²) and a designated controlled tarmac area for start-up and shutdowns, parking, and passenger embarking and disembarking activities. PetroSA has a long-term lease with ACSA for these premises.

1.2 Brief Scope

PetroSA requires Air Services to meet PetroSA's operational requirements for the transportation of its passengers and goods to and from offshore facilities under both Visual Flight Rules (VFR) and Instrument Flight Rules (IFR).

PetroSA is head-quartered in Cape Town and have additional operational offices in Mossel Bay. The aviation service provider's operational base will be George Airport.

The main task is the provision of return crew-change flights from the operational base to the various sites in the designated production area. Operational requirement will be predominantly to the FA Platform located approx. 59 Nm, with additional flights for visiting PetroSA personnel, contractors as and when required, Medivac, Emergency Escape and Rescue (EER) and Search and Rescue (SAR). Additional destinations within the designated area might be required during the contract period.

Flights will normally be conducted during DAYLIGHT hours, but in case of emergencies may extend into night.

1.2.1 TENDERER'S OFFERS SHOULD BE BASED ON PROVIDING TWO (2) HELICOPTERS IN ORDER TO MEET PetroSA'S REQUIREMENT TO TRANSFER IN- AND OUTBOUND. A WEEKLY AVERAGE OF APPROX. 55 PASSENGERS ON AND 60 PASSENGERS OFF. ADDITIONAL CAPABILITIES DURING SHUTDOWN PERIODS WILL ALSO BE REQUIRED FROM THE AVIATION SERVICE PROVIDER TO AND FROM THE FA PLATFORM. IN ADDITION, FLEXIBILITY MUST ALLOW FOR ADDITIONAL NON-SCHEDULED FLIGHTS AS REQUIRED. EACH HELICOPTER SHALL:-

- a) Be offshore and IFR certified with maximum 10 kilograms of baggage per passenger, under all meteorological conditions.
- b) Be type certified by an ICAO member state and type accepted by the SACAA.
- c) Have the capability to operate at SACAA prescribed Performance Class 2 or better.
- d) Be equipped to meet OGP requirements.
- e) Cross-fleet and/or different helicopter type combination submissions are not desirable.

1.2.2 PETROSA'S REQUIREMENTS

1.2.2.1 PetroSA requires two (2) helicopters, at any given time, at the George heliport and such helicopters should be available to perform PetroSA work of shuttling offshore passengers and other instructions in accordance with the contract.

1.2.2.2 Aircraft should not be more than 15 years old

1.2.2.3 Supplier shall, for the duration of the Agreement, provide, maintain and operate suitable Aircrafts for the exclusive use of the PetroSA and shall, as instructed by PetroSA, carry out flight operations for the carriage of PetroSA's authorised passengers and goods throughout PetroSA's area of operation in accordance with flying schedules to be drawn up by PetroSA in consultation with the Supplier. Such schedules shall provide for daylight operations only, except in cases of emergency.

1.2.2.4 The supplier shall render the above services to PetroSA seven (7) days per week while adhering to the flying schedule. One aircraft will be a dedicated aircraft for crew-change flights to and from the FA Platform while the other aircraft will provide support in the event of unavailability of the dedicated aircraft.

1.2.2.5 Helicopter service to commence at 08:00hrs during the normal week but Aviation Service Provider could be instructed to commence early and such instruction will be communicated in writing.

1.2.2.6 Shuttling of passengers during Shutdowns or other peak periods will be agreed and communicated in time to assist the Operator to plan efficiently.

- 1.2.2.7 PetroSA requires that helicopters to depart on scheduled times and delays should be minimised unless caused by force majeure factors. In the event of delays, a delay notification to all parties will be issued by the Operator including the estimated time to remedy such delay.
- 1.2.2.8 PetroSA requires that the helicopters to be functional at all times and no lack of maintenance excuse will be accepted and helicopters should be fully kitted with the required equipment to avoid any delays.
- 1.2.2.9 The Operator warrants to provide PetroSA with all necessary certification should they be required.
- 1.2.2.10 Supplier is required, at all times, to operate the Aircraft to standards not less than those laid down by the South African Civil Aviation Authority, its air operator's certificate, standard operating procedures, flight safety manuals, an approved flight operations manual, applicable Aircraft checklists, and all such other applicable and relevant South African laws, rules and regulations relating to transport operations and conduct its maintenance and servicing operations to the standards required for the rendering of the Services.
- 1.2.2.11 Supplier shall ensure that the Aircraft provided in terms of this Tender are properly equipped and airworthy in accordance with the regulations laid down by the South African Civil Aviation Authority and shall maintain them in that condition for the duration of the Contract.
- 1.2.2.12 Supplier shall wherever applicable, operate in accordance with the Category "A" (Class 1) standards as laid down in the South African Civil Aviation Authority and conduct its maintenance operations to the standards required by the Republic of South Africa Regulations of the Department of Transport for the granting of an Air Operator's Certificate.
- 1.2.2.13 Supplier shall maintain, service and repair the Aircraft and provide all necessary tools and spare parts for this purpose and ensure that the Aircraft is properly equipped and in a serviceable condition in accordance with the regulations laid down by the current South African Civil Aviation Authority for the duration of the Contract.
- 1.2.2.14 The supplier must ensure that the aircrafts are properly equipped and airworthy in accordance with the regulations laid down by the South African Civil Aviation Authority.
- 1.2.2.15 Supplier shall also provide PetroSA with the various maintenance plan options available.
- 1.2.2.16 Furthermore, the Operator warrants providing PetroSA with a passenger induction disc/information and warrants that it will take responsibility of ensuring that all passengers are inducted before boarding and that all

passenger baggage does not exceed weight limitations of the aircraft baggage design capacity.

- 1.2.2.17 Supplier shall ensure that scheduled Major Maintenance or Major Inspections on the Aircraft shall not be necessary during the first 6 (six) months of this Agreement.
- 1.2.2.18 The Supplier shall ensure the aircraft supplied for consideration meets the specifications as per Annexure E.
- 1.2.2.19 PetroSA requires that the Operator to be knowledgeable of weather conditions in order to determine whether flying will be delayed or will not take place. It is the responsibility of the Aviation Service Provider to liaise with the installation and South African Weather Services to determine the accuracy of the weather forecast and any contractual obligations for weather will be between the Aviation Service Provider and South African Weather Service.
- 1.2.2.20 PetroSA also requires that the Operator to liaise with ACSA/Airport for aircraft tracking services.
- 1.2.2.21 Fueling and replenishment of helifuel at the Heliport will be done in accordance to PetroSA standards or in the case that the Aviation Service Provider has alternative standards; such standards will need to be approved by PetroSA SHEQ department.
- 1.2.2.22 Aviation Service Provider shall bind itself within PetroSA policies for Operation and any deviation will not be accepted unless there is written consent for such deviation.
- 1.2.2.23 Aviation Service Provider warrants accepting lawful instruction by PetroSA and regarding such instruction from an authorized person as legally binding. All operationally instructions regarding flying, crew changes, emergency flights, special flights and other ad hoc requests will be given by the authorized Logistics Services person and Aviation Service Provider cannot accept any instruction without any mandated person, otherwise such instruction will not be binding to PetroSA.
- 1.2.2.24 In the event of emergency where instructions are relayed telephonically to expedite time, it is the Aviation Service Provider's responsibility to ensure that such an instruction is corroborated in writing within 12 hours of issuance of such instruction.
- 1.2.2.25 Aviation Service Provider to note that instructions on the Production Platforms will be issued by the OIM or any designated person and such instruction will be binding.
- 1.2.2.26 PetroSA (Logistics Services) will periodically inspect the Operation and such findings will be communicated to the Operator timeously. It should be noted

that where an incident is raised on the PetroSA incident system involving the Aviation Service Provider, such incident needs to be investigated and all requisite documentation should be forwarded to PetroSA including the proposed solution. It is therefore the Aviation Service Provider's responsibility to ensure that all its personnel understand PetroSA incident system.

- 1.2.2.27 PetroSA maintains a very tight security system at the heliport and requires that all Aviation Service Provider's personnel working at the heliport comply with PetroSA Security requirements as well National Key Points Access requirements. All personnel including random searches and random test for drugs and alcohol shall be applicable on all PetroSA premises.
- 1.2.2.28 PetroSA will require monthly or bi-weekly meetings with the Operator and minutes and discussions from such meetings will be recorded and treated as binding to both parties.

1.2.3 THE HELICOPTER OPERATIONS MUST BE IN COMPLIANCE WITH THE OIL AND GAS PRODUCERS (OGP) GUIDELINES. TENDERERS ARE ADVISED TO REFERENCE OGP 390 AS GUIDANCE.

In addition, the Aviation Service Provider shall meet the following requirements:

- 1.2.3.1 Carry the necessary approval from the SACAA to operate in South Africa providing non-scheduled public air transport service (Class II, N1 and N2: passengers and cargo); and general air service (Class III) with twin-engine helicopters (H1). Approved capabilities must further include emergency medical service (G7), underslung and winching (G15) and offshore operations (G16).
- 1.2.3.2 All helicopters must be equipped for hoisting and slinging operations and two (2) rescue hoist kept within the hangar for quick utilization.
- 1.2.3.3 One (1) HERDS kit kept within the hangar for quick utilization in case of search and rescue operations.
- 1.2.3.4 Ensure an effective, reliable and approved satellite tracking system is installed in each aircraft.
- 1.2.3.5 Demonstrate the reliability and efficiency of its safety and quality management systems.
- 1.2.3.6 Each helicopter shall be equipped with a performance monitoring system.
- 1.2.3.7 The aviation service provider will further comply with any additional South African legislation as applicable to the type of operation including the Labour Relations Act and National Industrial Policy.

1.3 Operational Personnel

The aviation service provider will comply with OGP and SACAA requirements (whichever is the most restrictive) for crew qualification, flight and duty time calculations and flight crew training.

No freelance crew will be accepted except during peak periods at which time the aviation service provider may contract additional crew which are familiar with both the operations of the contract and the air service provider.

The aviation service provider shall ensure sufficient personnel capable of meeting the demands of the contract, including administration and managerial personnel.

1.4 Maintenance

The aviation service provider shall demonstrate its capability to ensure the helicopters are maintained according to SACAA requirements by an SACAA approved maintenance service provider.

Maintenance may be conducted by the aviation service provider when carrying the correct authorization and approvals; or it may be sub-contracted to an SACAA approved third party. The service provider will nonetheless ensure base and line maintenance capability at the main base of operations.

The Aviation service provider will ensure minimum spare parts are available at the main base of operation and these spare parts will, as a minimum, include MEL items, high consumption items and Class II products as defined by the SACAA Civil Aviation Regulations, 2011 as amended.

1.5 Onshore Refuelling Operations

The aviation service provider is responsible for the management of PetroSA heliport fuel facilities at George Airport. The service provider shall provide trained personnel for refueling operations and be responsible for the procurement and quality control of fuel and associated logistics. PetroSA will maintain ownership of the onshore fuel tanks and will provide the maintenance of the facilities.

1.6 Safety Case

The service provider is to submit a safety case of the proposed operation which shall include risk assessments on the mobilization, maintenance and operations of the proposed contract.

1.7 Mobilization & Execution Plan

The tenderer shall submit a Mobilization and Execution plan detailing the mobilization of aircraft, personnel and equipment as well as the execution and time-frames associated to the planned operation including:

- a) Mobilization of aircraft, inclusive of delivery time and method;
- b) Flight crew and operational support arrangements during the mobilization;

- c) Operational and procedures arrangements (including training arrangements of operational personnel) to service the contract and meet regulatory and PetroSA requirements;
- d) Maintenance arrangements, during the mobilization as well as setting up and provision of maintenance facilities to service the contract;
- e) Logistical arrangements associated with the mobilization phase as well as in order to commence commercial activities; and
- f) A description of how planned subcontractors will be incorporated and managed during both the mobilization phase and execution of the contract.

The mobilization and execution plan should further address legal frameworks and SACAA licensing requirements and approvals as applicable to operate offshore non-scheduled passenger and cargo services within South Africa.

Mobilization and Execution shall mean the time period from awarding of the contract up to the first commercial flight undertaken for the purpose of servicing the contract. Following the end of the mobilization phase, procedures and processes must be in place prior to the first commercial flight; such as, risk assessments and inspections of landing sites, publishing of approach plates and any other document or manual required as per SACAA Civil Aviation Regulations.

The Mobilization and Execution plan shall include a clear description of these phases.

2.0 AVAILABILITY

- 2.1** Sole use to PetroSA for the duration of the contract.
- 2.2** Average total utilisation of the helicopter will depend on the helicopter's seating capacity and payload available, but passenger capability for normal operations is estimated at 55 passengers outbound and 60 passengers inbound weekly. Peak periods may require an additional helicopter dedicated to PetroSA and in accordance with the conditions set out in the contract.
- 2.3** Where the aviation service provider elected to tender with two helicopters during normal operations and depending on demand bring in a third-party or additional helicopter during peak periods, he shall ensure that the helicopter to be used is of the same type and capability as the aircraft which was specified in the tender. The additional helicopter is subject to PetroSA evaluation and approval.
- 2.4** Peak periods are defined as periods where additional offshore installations need to be serviced, excluding normal operations to the FA platform but including shutdown periods on the FA platform.

3.0 OPERATING CONDITIONS

Assume air temperature is + 24 degrees C and passenger weight including baggage is 110 kilos as an average.

4.0 NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME (NIPP)

For the avoidance of doubt, if applicable: compliance with the DTI NIPP is a mandatory requirement.

5.0 SECRECY AND CONFIDENTIALITY

The Tenderer undertakes to keep and hold secret and confidential all information regarding the business of PetroSA howsoever obtained and shall not use the same other than for purposes of the parties' association with each other, nor disclose to or discuss the same with any other party without the express prior consent of PetroSA.

The foregoing restrictions shall not, however, apply to any portion of the said information which the Tenderer can show was in its possession prior to receipt thereof from PetroSA, or at the time of disclosure is or thereafter becomes part of public domain by publication or otherwise, or corresponds in substance to information furnished to the Tenderer as a matter of right without restriction on disclosure and was not acquired directly from PetroSA.

The Tenderer undertakes to obtain a signed Undertaking of Secrecy from its key personnel, in the format attached hereto (Appendix G), which said undertakings shall be forwarded to PetroSA upon request.

6.0 ALTERNATIVE PROPOSAL(S)

To qualify for the tender, the Tenderer must propose aircraft that meet PetroSA stated requirements as outlined in Annexure E. In addition to meeting the tender requirements, a supplier may, where a more cost-effective option which is fit for purpose is available, make an (additional) alternative proposal, even for aircrafts older than 15 years, which may be accepted or rejected at the sole discretion of PetroSA.