

**SPECIFICATION FOR: REPAIRS OF THE FIRST RESPONSE FOAM TANK  
CIDB REQUIREMENT: 2 CE/ME OR HIGHER**

**1. SCOPE OF WORKS AND GENERIC CONDITIONS OF CONTRACT**

**1.1. PURPOSE AND BACKGROUND**

1.1.1. The first response foam tank stores concentrate foam which is used as a first response in case of fire emergencies at the berth. The tank was commissioned in 2004. Recently all the foam inside the tank leaked out and was depleted. The purpose of this document is to clarify the requirements off the Port to do repairs on this facility.

**1.2. CURRENT STATUS**

- Foam concentrate leaked out of the bladder tank, thus rendering the first response system non operational
- Corrosion was noticed at the pressure vessel – Bladder tank, this may render the pressure vessel non efficient and non-compliant which can be determine only after the pressure test process.
- Foam actuation valve at the bladder tank was stuck, thus not allowing the foam to be introduced into the system.
- Foam stock is available in the system and no standby foam is available for the system.
- Control panel at the fire house (IN CONJUNCTUIN WITH THE SYSTEM OPERATION) suffered the following non functionality when the various operation were performed
  1. Foam concertation valve non functional
  2. Toggle switch for monitor NO 1 sticky
  3. Nozzles on monitor –jet /spray non functional
  4. Monitor 1 –speed of shut down is slow
  5. Exposure protection on towers non functional
  6. Bund foam pourers not shutting down
  7. Diffuser on nozzle not adjusting for spray and jet mode
- Exposure protection to towers NO 2 and 3 is non-functional.
- The pressure vessel has not been pressure tested since installation, this is a typical every 3 year process.
- two foam pourers is not functioning.

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### 1.3. SCOPE OF WORKS

- 1.3.1. The selected service provider shall carryout a detailed inspection of the system and provide a report highlighting items that are not mentioned in this specification.
- 1.3.2. Supply and replace all seized valves on the tank. This should include all fledges, gaskets and bolts to ensure a perfect water tight seal. In accordance with SANS 1200 LK.
- 1.3.3. Supply and replace four valves on the monitors and provide new galvanized protection box for the valves. In accordance with SANS 1200 LK.
- 1.3.4. Supply and install two new actuator valves as per the recommendation from the inspection. if it is to be replaced , it must be replaced with same spec as the existing.
- 1.3.5. Part of the inspection is to remove bladder inside tank and repair any leaks.
- 1.3.6. Replace Fire Monitors/Nozzles.
- 1.3.7. Testing and commissioning of the foam tank system in accordance with regulations and certify.
- 1.3.8. Corrosion protection to the tank and the pipes.
- 1.3.9. Any additional works on the fire form system not covered in this document.

### 1.4. SPECIFICATION

- 1.4.1. Based on the results of the inspection: Repair the tank to meet the required standard, including valves (*please see Annexure A below*).
  - Manufacture : Chem Guard .Inc., USA
  - Model : Vertical type CVBT 600 6AZ
  - Capacity : 2268L
  - Height : 3073mm
  - Diameter : 1383 kg
  - Operational pressure : 2-16 Bar
  - Ration controller.
  - Supply new indicator foam level indicator.
- 1.4.2. Removal of existing bladder
  - Bladder is manufactured of nylon reinforced Buna-N. The bladder material shall have a Mullen burst pressure in excess of 800 psi and is constructed to conform to the inside dimensions of the tank.
  - Supply and fit a new bladder meeting the same specification as the existing bladder.
  - Fit a suitable pressure gauge on the existing tank.
  - Provide and refill tank with 3% AFFF(AR) foam concentrate.
  - Perform physical test of the system checking all components.
  - After performing the test top up the tank with the foam specified above.

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1.4.3. Replace Fire Monitors/nozzles

- Replace three fire monitors/nozzles at the towers.
- Replace four foam concentration valves.
- Supply new galvanized steel protection box to the valves
- Replace two foam pourers on the quayside.

1.4.4. Corrosion Protection Work

- Apply corrosion protection to the tank and all exposed pipes (*approximately 500m in length*) of the system. This work must be carried out in accordance with British Standard 5439.
- Corrosion protection must provide a time to first maintenance minimum 5-to-10-years life.

1.4.5. Additional works

- Additional works not covered by this specification, must form part of the inspection report.
- The work under this item will be subject to evaluation and approval by TNPA Engineering personnel.

NB: All changes to this specification are to be written and approved by the Port Engineer.

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## **2. CONDITIONS OF CONTRACT**

### **2.1. LOCATION OF SITES AND ACCESS**

- 2.1.1. The site is located at the Port of Port Elizabeth, access to the site can be gained via the Baakens entrance.
- 2.1.2. The Contractor shall be obliged to comply with all legal, environmental, safety and quality requirements pertaining to the works. The Contractor shall not clear or traverse areas outside the immediate vicinity of the construction site without the permission of TNPA Engineering.

### **2.2. WEATHER CONDITIONS**

- 2.2.1. All weather delays are to be recorded accurately on daily log sheet.

### **2.3. TIME MANAGEMENT**

- 2.3.1. The duration of the project shall be 4 (four) weeks from signing of this contract by parties.
- 2.3.2. This contract shall be enforceable for 1(one) year from the date of signing by both parties.
- 2.3.3. The working hours shall be from 8h00 to 16h30, Monday to Friday.
- 2.3.4. The contractor must not vary the working hours without a written instruction from TNPA.

### **2.4. STAND DOWN**

- 2.4.1. TNPA's representative may, for the duration as seen fit by the representative of TNPA, stand down the plant or any part of the Plant by notice to the Contractor or the Operator, to permit any maintenance, servicing or repairs.
- 2.4.2. TNPA will not pay for any period of stand down of the Plant.

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## 2.5. DAY WORK SHEET

- 2.5.1. The Contractor must submit to the TNPA representative for verification, a day work sheet on the Contractor's stationary which show for the day the actual hours of work (including any hours of overtime), hours of standby time, hours of stand down of plant, and any transport charges.
- 2.5.2. All day works sheets shall be signed off by a TNPA representative and submitted together.

## 2.6. EXCAVATIONS AND EXISTING SERVICES

- 2.6.1. The Contractor shall obtain an Excavation Permit from the TNPA Port Engineering Department prior to commencement of any land excavation activities in the Port. No works shall commence until the Excavation Permit is in hand.
- 2.6.2. The Contractor must obtain existing services drawings from the TNPA Port Engineering Department before breakout of the assigned works.
- 2.6.3. If the Contractor at the time of work had damage the services TNPA PORT OF PORT OF PORT ELIZABETH must be notified immediately.
- 2.6.4. The Contractor will be held liable for all damages to existing services.

## 2.7. PAYMENTS AND MEASUREMENT

- 2.7.1. The Contractor shall make progress measurement as at the close of business on the 22<sup>nd</sup> of each month.
- 2.7.2. The Contractor shall prepare and submit a payment certificate, together with supporting documentation as laid down elsewhere in this document to the Employer for approval and signature.
- 2.7.3. The Contractor must invoice TNPA in a form approved by TNPA representative (quoting the purchase order number), for all payments under the contract after completion of works.
- 2.7.4. Payments will be made by TNPA within 30 days and at the end of the month from receipt of the Contractor's invoice, provided that the content of the invoice has been certified as correct by the TNPA representative and nothing in the invoice is in dispute.

## 2.8. CONTRACT PRICE ADJUSTMENT

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- 2.8.1. The rates quoted in the schedule of quantities and prices will not be subject to any price adjustments factors for the duration of this contract agreement.

## 2.9. TERMINATION OF CONTRACT

- 2.9.1. TNPA will endeavor to give notice of a likely termination date for the period the contract.
- 2.9.2. Either party may terminate the contract by providing the other party with 1 (one) week (7 working days) notice.
- 2.9.3. Despite anything in the contract to the contrary, TNPA may, by providing a written notice to the Contractor, terminate the contract immediately if the Contractor:
- a) Suffers an insolvency event
  - b) Refuse to comply with any reasonable instruction or direction of the TNPA representative.
  - c) Is in breach of this contract and has failed to rectify the breach following a written request to do so by TNPA.

## 2.10. INDEMNITY AND INJURY MANAGEMENT

- 2.10.1. The Contractor must submit a safety file to TNPA with detailed injury procedures.
- 2.10.2. The Contractor and any persons from the Contractor working on site must ensure that they sign the indemnity form before accessing the site.

## 2.11. COMPLIANCE

- 2.11.1. The Contractor must establish and maintain a quality control system for all dredging operations to assure compliance with these contract requirements and record his inspections and tests under the system.
- 2.11.2. The Contractor must comply and ensure that he/she complies with all legislation including the occupational health and safety acts, equal opportunity legislation, road traffic acts, motor vehicle (third party insurance), transport acts, industrial agreements, registered workplace agreements of employer-employee agreements, the Safety, Health and Environment (SHE) requirements and all lawful direction of the TNPA representative application to the contract.

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- 2.11.3. The Contractor must obtain all necessary permits, licenses and approvals, give all notice required to be given and pay all applicable relevant fees in connection with the contract and provide evidence of compliance to the TNPA or the TNPA's representative on request.
- 2.11.4. The Contractor shall comply with the Port of Port Elizabeth's SHEQ regulations and Requirements.
- 2.11.5. The Contractor shall submit a SHE file for approval and as required by the TNPA Port of Port Elizabeth SHEQ department.
- 2.11.6. The Contractor shall submit a SHE file for approval and as required by the TNPA Port of Port Elizabeth SHEQ department. Please see attached **Annexure B** for possible Safety File requirements.
- 2.11.7. The Contractor shall submit a fully completed **Environmental Management Plan (EMP) Annexure C.****
- 2.12. PARKING
- 2.12.1. Parking shall be near the site.
- 2.13. ASSIGNMENT AND SUBCONTRACTING
- 2.13.1. If the Contractor has subcontracted the designated work, TNPA requires the Contractor to notify TNPA of any such appointments and to ensure that the subcontractor complies with all conditions as stated in this contract.
- 2.13.2. The main contractor will ultimately be responsible for all the terms and conditions as stated in this contract and under no circumstances will any responsibility be transferred to the subcontractor.
- 2.14. PRICING INSTRUCTIONS
- 2.14.1. Pricing Assumptions mean the criteria as set out below, read together with all Parts of this specifications document, which it will be assumed in the contract that the tenderer has taken into account when developing their rates and prices.
- 2.14.2. Tenderers are advised that the Bill of Quantities is a "provisional bill" subject to re-measurement as the work proceeds. The initial quantities set out in the Bill of Quantities

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are approximate and do not necessarily represent the actual amount of work to be done and shall be re-measured and paid for based upon the actual final quantity of work done and certified for payment by the Supervisor in terms of the Contract and as described in the Pricing Assumptions and as shown on the drawings.

- 2.14.3. The terms "Schedules of Quantities" and "Bills of Quantities" shall have the same meaning. The title "Engineer" shall be interpreted as "Project Manager".
- 2.14.4. The Bill of Quantities contain only brief descriptions to identify the salient items required and the Tenderer is referred to the Generic Conditions of Contract, Scope of Work and drawings for the full requirements.
- 2.14.5. The prices and rates to be inserted in the Bill of Quantities are to be the full inclusive prices to be paid by the Employer for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- 2.14.6. Where an item in the Bill of Quantities makes reference to a specific measurement and payment clause, the rate or price of the item shall also include for all costs stated in the particular payment clause. Such reference will be to the relevant Pricing Assumption item. The reference clauses indicated are not necessarily the only sources of information in respect of scheduled items. Further information and specifications may be found elsewhere in the contract documents.
- 2.14.7. A price or rate is to be entered against each item in the Bill of Quantities, whether the quantities are stated or not. An item against which no price is entered is deemed to be covered by the other prices or rates in the Bill of Quantities but the rate, where applicable, will nevertheless be taken as nil and no claim will be considered should the quantity of such items increase or decrease.
- 2.14.8. Unless otherwise stated, items are measured nett in accordance with the drawings and as specified and no allowance has been made for waste. Rates and prices shall include for waste of whatever nature and for all necessary straight cutting (notwithstanding any trade custom to the contrary).

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2.14.9. The units of measurement described in the bill of quantities are metric units abbreviated as follows:

| <b>Abbreviation</b>  | <b>Unit</b>                          |
|----------------------|--------------------------------------|
| CD                   | Chart Datum Port (0.860 m below MSL) |
| %                    | Percent                              |
| H                    | Hour                                 |
| Ha                   | Hectare                              |
| Kg                   | Kilogram                             |
| Kl                   | Kiloliter                            |
| Km                   | Kilometer                            |
| km-pass              | kilometre-pass                       |
| kPa                  | Kilopascal                           |
| kW                   | Kilowatt                             |
| L                    | Litre                                |
| M                    | Metre                                |
| Mm                   | Millimeter                           |
| m <sup>2</sup>       | square metre                         |
| m <sup>2</sup> -pass | square metre pass                    |
| m <sup>3</sup>       | cubic metre                          |
| m <sup>3</sup> -km   | cubic metre-kilometre                |
| MN                   | Meganewton                           |
| MN.m                 | meganewton-metre                     |
| MPa                  | Megapascal                           |
| No.                  | Number                               |
| NGL                  | Natural Ground Level                 |
| PC-sum               | prime cost sum                       |
| R/only               | Rate only                            |
| SUM                  | Lump sum                             |
| T                    | ton (1000kg)                         |
| W/day                | Work day                             |

2.14.10. Where items in the Bill or Quantities include reference to trade names or proprietary brands, the reference is used in order to establish the required type and quality of production which the price is based.

2.14.11. Where items in the Bill or Quantities have no applicable measurement and payment clause reference the rate or price for the item shall be the fully inclusive rate or price for the work described including all materials, labor, plant, equipment, overheads and profit

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## ANNEXURE A: PICTURES



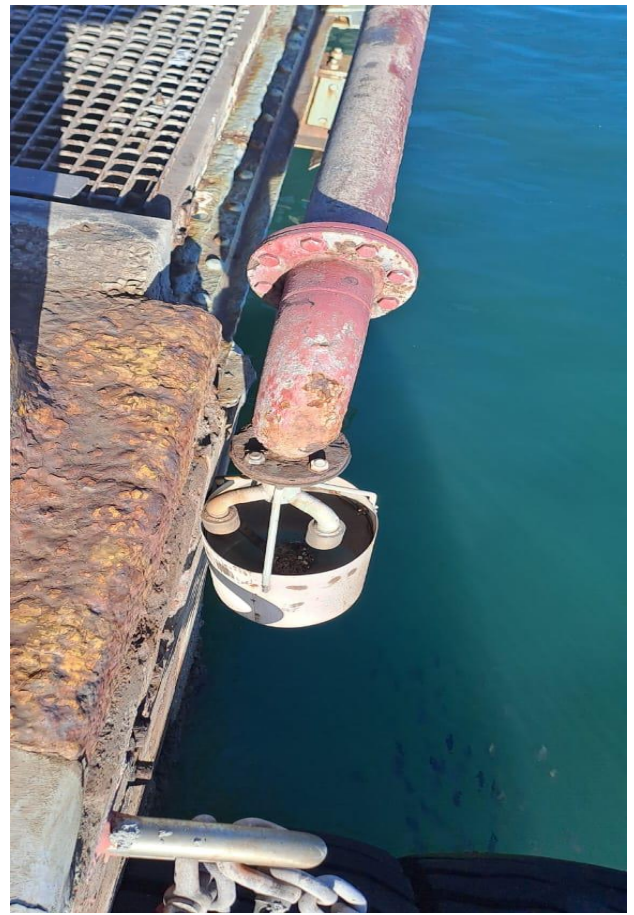
*Figure 1: Foam Tank*



*Figure 2: Valves to be replaced*



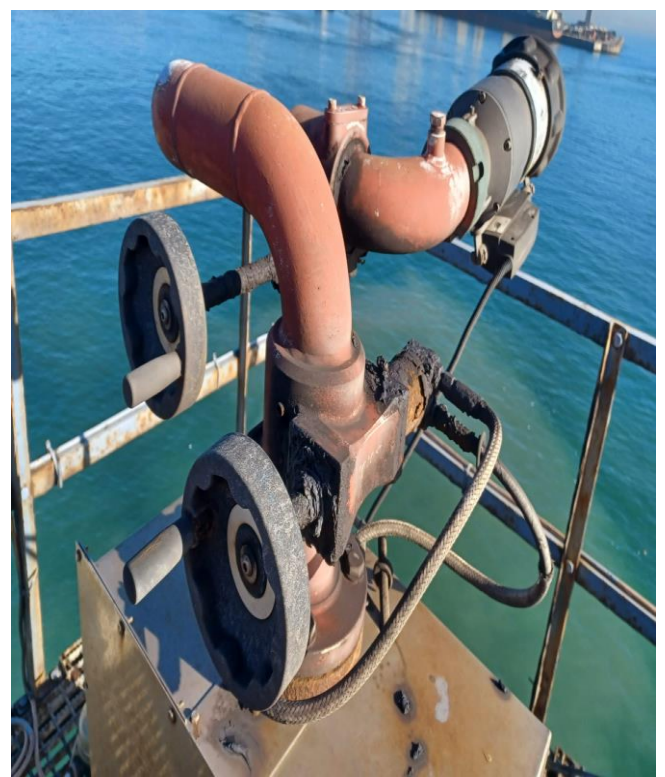
*Figure 3: Actuator Valve*



*Figure 4: Foam Pourers*



*Figure 5: Monitor Valve*



*Figure 6: Monitor/Nozzle*

## **ANNEXURE B: SHE FILE ASSESSMENT CHECKLIST**

## CONTRACTOR COMPLIANCE FILE ASSESSMENT CHECKLIST

Date of inspection/ Evaluation: \_\_\_\_\_

|                                                    |  |
|----------------------------------------------------|--|
| Client                                             |  |
| Employer (Principal contractor)                    |  |
| Registered name of the enterprise                  |  |
| Trade name of the Enterprise                       |  |
| Company Registration No                            |  |
| SARS registration No(PAYE)                         |  |
| UIF registration No                                |  |
| COIDA registration no                              |  |
| Relevant SETA for EEA purpose                      |  |
| Industry sector                                    |  |
| Bargaining Council                                 |  |
| Contact person & position                          |  |
| Contact number                                     |  |
| Site Address                                       |  |
| Postal Address                                     |  |
| Chief Executive Officer                            |  |
| Chief Executive officer's email and contact number |  |
| Construction Manager                               |  |
| Health and Safety Representative                   |  |
| Activities/ Service rendered                       |  |
| Commencement date                                  |  |
| Completion date                                    |  |
| Site Phone                                         |  |
| Total number of employees on site:                 |  |
| Female                                             |  |
| Male                                               |  |
| People with disabilities                           |  |

| CONTRACTOR                                                                                                                                                                                                                                                                                                                                                             | Complying | Not Complying<br>(i.e. Comments) | Not<br>Applicable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------|-------------------|
| <b>1.</b> Site Specific Organogram of reporting structure.<br><br>This document must provide all persons appointed in terms of<br>OHS Act No. 85 of 1993 including contact details. (rev, date, approval)                                                                                                                                                              |           |                                  |                   |
| <b>2.</b> Contractor scope of work information (Company Profile)                                                                                                                                                                                                                                                                                                       |           |                                  |                   |
| <b>3.</b> Notification of Construction Work to the Department of Labour: Document to display required information as per OHS Act No.85 of 1993 – Construction Regulations Annexure A, Must carry the stamp of acceptance from the Department of Labour <i>(if applicable)</i><br><br><b>4.</b> Application for a permit to do construction work <i>(if applicable)</i> |           |                                  |                   |
| <b>5.</b> Valid Letter of Good Standing with FEM/WCA:<br>And proof of relevant insurances to carry out work.                                                                                                                                                                                                                                                           |           |                                  |                   |
| <b>MANAGEMENT PLANS</b>                                                                                                                                                                                                                                                                                                                                                |           |                                  |                   |
| <b>6.</b> Copy of reference documents:<br><br>Health & Safety, Security, Quality, Environmental, and other applicable Specifications<br>Including a signed register of communication to Managers, Supervisors & Safety Officers                                                                                                                                        |           |                                  |                   |
| <b>7.</b> Approved Contractor Execution Plan correlating with Specification provided by Transnet (i.e. Approved health and safety plan, environmental plan, security plan etc.)                                                                                                                                                                                        |           |                                  |                   |
| <b>8.</b> Contractors Health and Safety Policy                                                                                                                                                                                                                                                                                                                         |           |                                  |                   |
| <b>9.</b> Site Specific Emergency Plan                                                                                                                                                                                                                                                                                                                                 |           |                                  |                   |
| <b>10.</b> Contractors Traffic Management Plan (if applicable)                                                                                                                                                                                                                                                                                                         |           |                                  |                   |
| <b>11.</b> Procedure for handling Hazardous Chemical Substance's and Applicable Safety Data Sheet <i>(if applicable)</i> .                                                                                                                                                                                                                                             |           |                                  |                   |
| <b>APPOINTMENTS</b>                                                                                                                                                                                                                                                                                                                                                    |           |                                  |                   |
| <b>12.</b> Fully completed appointments of the following (depends on the scope of work) but not limited to:                                                                                                                                                                                                                                                            |           |                                  |                   |
| <ul style="list-style-type: none"> <li>Sec. 16(2) – Delegated Authority (Assistant to the</li> </ul>                                                                                                                                                                                                                                                                   |           |                                  |                   |

|                                                                    |  |  |  |
|--------------------------------------------------------------------|--|--|--|
| CEO)                                                               |  |  |  |
| • CR 8(1) – Construction Manager                                   |  |  |  |
| • CR 8(7) – Construction Supervisor                                |  |  |  |
| • CR 8(8) – Assistant Construction Supervisor                      |  |  |  |
| • CR 8(5) – Construction Safety Officer                            |  |  |  |
| • CR 9(1) – Risk assessment                                        |  |  |  |
| • CR 10. (1)(a) – Fall Prevention Planner ( <i>if applicable</i> ) |  |  |  |
| • CR 10.(2)(b) (fall risk) Physical & Psychological fitness        |  |  |  |
| • CR 23.(d)(k) – Vehicle operator and Inspector                    |  |  |  |
| • GSR 3.4 – First aider                                            |  |  |  |
| • CR 29 (h) – Fire Fighter                                         |  |  |  |
| • Sec 24, GAR 9(2) – Incident Investigator                         |  |  |  |
| • CR 13(1)(a) – Excavation Supervisor                              |  |  |  |
| • CR 28(a) – Stacking and Storage Supervisor                       |  |  |  |
| • CR 12(1) – Temporary works designer                              |  |  |  |
| • CR 14(1) – Demolition work supervisor                            |  |  |  |
| • CR 16(1) – Scaffolding work supervisor                           |  |  |  |
| • CR 17 (1) – Suspended platform work supervisor                   |  |  |  |
| • CR 18(1)(a) – Rope access supervisor                             |  |  |  |
| • CR 19(8)(a) – Material host Inspector                            |  |  |  |
| • CR 20(1) – Bulk mixing plant supervisor                          |  |  |  |
| • CR 21(2) – Explosive actuated fastening devices inspector        |  |  |  |
| • Sec 17(1) – SHE Rep (more than 20 employees)                     |  |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <ul style="list-style-type: none"> <li>GSR 13(a) – Ladder Inspector</li> </ul> <p>An abbreviated CV of the above appointed persons shall be attached to the appointment.<br/>Competency certificates will also be attached as required in specifications</p>                                                                                                                                                                |  |  |  |
| <b>13.</b> Elevated work training (Rescue/ Safety harnesses) – accredited Training <i>(If applicable)</i>                                                                                                                                                                                                                                                                                                                   |  |  |  |
| <b>14.</b> Fall Protection Plan by competent person / Rescue Plan <i>(If applicable)</i>                                                                                                                                                                                                                                                                                                                                    |  |  |  |
| <b>15.</b> Contract/Project Specific Risk Assessment indicating the full scope of work and risk profile – High risk task inventory registers to be attached.                                                                                                                                                                                                                                                                |  |  |  |
| <b>16.</b> Risk Assessment (HIRA), Method Statement, Safe Work Procedure to be generated for each specific task to be performed on the contract/project i.e. Site establishment, confined spaces, working at heights, working near water, excavations etc. Note: before establishment they can supply what they will start with – site establishment, fencing, clear & grub...so only request what is relevant at the time. |  |  |  |
| <b>17.</b> PPE Policy and most recent issue register.                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |
| <b>INDUCTION</b>                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |
| <b>18.</b> Induction application forms completed for every employee of the contractor performing work on site; The following shall be attached:                                                                                                                                                                                                                                                                             |  |  |  |
| <ul style="list-style-type: none"> <li>Employee Dossier with applicable documentation;</li> </ul>                                                                                                                                                                                                                                                                                                                           |  |  |  |
| <ul style="list-style-type: none"> <li>Proof of site specific induction;</li> </ul>                                                                                                                                                                                                                                                                                                                                         |  |  |  |
| <ul style="list-style-type: none"> <li>Copy of ID Document;</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
| <ul style="list-style-type: none"> <li>Legal Letter of Appointment;</li> </ul>                                                                                                                                                                                                                                                                                                                                              |  |  |  |
| <ul style="list-style-type: none"> <li>Proof of competence i.e.: Artisans, drivers, operators etc.;</li> </ul>                                                                                                                                                                                                                                                                                                              |  |  |  |
| <ul style="list-style-type: none"> <li>Valid medical certificate of fitness done by an Occupational Health Practitioner (i.e. Annexure 3 for construction work)</li> </ul>                                                                                                                                                                                                                                                  |  |  |  |
| <b>REGISTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |

|                                                                                                                                                                         |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 19. Copy of equipment registers to be used with copy of each item's inspection checklist. The registers are not limited to the following, depends on the scope of work: |  |  |  |
| • Site visitors register                                                                                                                                                |  |  |  |
| • Excavation Inspection Register                                                                                                                                        |  |  |  |
| • Hand tools Inspection register                                                                                                                                        |  |  |  |
| • Barricading Inspection Register                                                                                                                                       |  |  |  |
| • Traffic Inspection Register                                                                                                                                           |  |  |  |
| • Mobile Toilet Inspection Register                                                                                                                                     |  |  |  |
| • Daily Risk Assessment and Toolbox Talk                                                                                                                                |  |  |  |
| • PPE Inspection Register                                                                                                                                               |  |  |  |
| • First Aid kit Inspection Register                                                                                                                                     |  |  |  |
| • Fire Fighting Equipment Register                                                                                                                                      |  |  |  |
| • Portable electrical Equipment Register                                                                                                                                |  |  |  |
| • Pneumatic Tool Register                                                                                                                                               |  |  |  |
| • Compressor Checklist                                                                                                                                                  |  |  |  |
| • Ladder Inspection Register                                                                                                                                            |  |  |  |
| • Vehicle Inspection Register                                                                                                                                           |  |  |  |
| • Working at Height Equipment Register                                                                                                                                  |  |  |  |
| <b>INCIDENT/ACCIDENT MANAGEMENT</b>                                                                                                                                     |  |  |  |
| 20. Incident /Accident Management Procedure including reporting, recording and investigation of incidents and accidents                                                 |  |  |  |
| 21. Register of first aid injuries                                                                                                                                      |  |  |  |
| 22. Register of reportable injuries to the Provincial Director                                                                                                          |  |  |  |
| <b>OTHERS</b>                                                                                                                                                           |  |  |  |
| 23. Section 37(2) mandatory agreement between client - contractor and contractor - sub contractor. As well as:                                                          |  |  |  |

|                                                                           |  |  |  |
|---------------------------------------------------------------------------|--|--|--|
| • CR 5.1(k) Principal Contractor appointment                              |  |  |  |
| • CR 7(1)(c)(v) Sub Contractor appointment                                |  |  |  |
|                                                                           |  |  |  |
| <b>24. Training Matrix (Management, Supervisors and Employees)</b>        |  |  |  |
| <b>25. Copy of the OHS act and its Regulations , COID Act Regulations</b> |  |  |  |

| CONTRACTOR'S COMPLIANCE FILE REVIEW |                 |             |           |
|-------------------------------------|-----------------|-------------|-----------|
| Date                                | Print Full Name | Designation | Signature |
|                                     |                 |             |           |
| Status                              |                 |             |           |
| Approved                            |                 |             |           |
| Not Approved                        |                 |             |           |
| Reasons for not approving           |                 |             |           |

## **ANNEXURE C: ENVIRONMENTAL MANAGEMENT PLAN**

# ENVIRONMENTAL MANAGEMENT PLAN

## **1. PURPOSE**

This Environmental Management Plan (EMP) forms part of Transnet National Ports Authority's (TNPA) Environmental Management System and is intended to provide guidance on TNPA's minimum environmental requirements to Contractors wishing to conduct their businesses on TNPA property. Its aim is also to obtain an undertaking by the Contractor on how actual & potential environmental impacts arising from Contractor activities will be managed. Its objective is also to ensure that all activities undertaken as part of the contract are carried out in line with all statutory requirements. These minimum requirements do not absolve the Contractor from complying with legislation.

## **2. SUBMISSION OF EMP TO TNPA**

The EMP must be submitted not later than the date specified in the tender / request for proposal / quotation for review **and this has to be** prior to the awarding of the tender/contract. ***The tenderer/contractor has to submit this document, fully completed, to the Safety Health and Environment Department of TNPA prior to the commencement of any activity pertaining to the agreed to Contract Agreement on operations to take place on TNPA's property.*** All applications must take into account the requirements of the Environmental Impact Assessment Regulations as well as other environmental legal requirements specific to the contract.

## **3. NAME OF THE CONTRACTOR:**

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## **4. CONTRACTOR CONTACT PERSON RESPONSIBLE FOR ENVIRONMENTAL MANAGEMENT (ENVIRONMENTAL SPECIALIST):**

### **4.1 Name, Contact Details, Designation & Responsibilities pertaining to Environmental Management**

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## **5. ENVIRONMENTAL AWARENESS AND TRAINING FOR EMPLOYEES & SUBCONTRACTORS:**

### **5.1 Training Needs Analysis, Training Programme & Schedule, Induction, etc**

**Note: TNPA Induction is compulsory**

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## **6. CONTRACT DESCRIPTION / SCOPE:**

### **6.1 DETAILED DESCRIPTION OF ACTIVITIES THAT WILL BE CARRIED OUT AS WELL AS THE EQUIPMENT TO BE USED:**

**List Actual & Potential Negative Environmental Impacts that will result from each activity/equipment (Environmental Risk Assessment specific to the project /contract)**

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**7. DESCRIPTION OF PROPOSED SITE/INFRASTRUCTURE/FACILITIES TO BE USED**

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**8. LIST OF ALL INTERESTED & AFFECTED PARTIES**

**8.1 Name, Organisation & Nature of Interest**

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**9. OUTCOME OF CONSULTATION WITH INTERESTED & AFFECTED PARTIES:**

**9.1 Legislative Requirements, Written Comments, Compatibility with Other Commodities, Management of Sub-Contractors, Other Environmental/ Social & Economic Issues of concern, etc**

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**10 LICENSES, PERMITS AND AUTHORIZATION**

**10.1 Provide a list of applicable environmental legislation as well as copies of all valid environmental licenses, permits & authorizations relevant (specific) to the project/ contract activities including but not limited to the construction of facilities/infrastructure (Note: EIA Regulations to be borne in mind). No contractor will be allowed to start without the project specific authorizations**

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**11. AIR QUALITY MANAGEMENT PLAN**

**11.1 Identifying Sources & Proposed Air Quality Control Measures (e.g. Dust, Noxious Emissions, Noise, etc):**

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**12. WATER QUALITY MANAGEMENT PLAN:**

**12.1 Proposed Water Quality Management Measures (e.g. Drainage System, Storm water, Surface Water, Ground Water & Wastewater Management, Effluent Discharge Permits, Resource Conservation Initiatives, etc):**

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**13. WASTE MINIMIZATION/ MANAGEMENT PLAN**

**13.1 Proposed Waste Management Measures (Waste Generated, Containment, Transportation & Disposal, Waste Reduction, Re-use & Recycling, general housekeeping, prohibitions on littering, Waste Disposal Register, Waste Manifest, etc.):**

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**14. HAZARDOUS SUBSTANCES MANAGEMENT PLAN**

**14.1 Proposed Management/Control Measures for Hazardous Substances (e.g. Quantity, Storage, Handling, Transportation & Disposal-Material Safety Data Sheets, etc):**

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**15. SOIL MANAGEMENT PLAN**

**15.1 Proposed Control Measures for the soil (e.g. Baseline soil analysis, treatment, Provision of hard (impervious) surfaces, Housekeeping, leakages of hazardous substances from storage tanks, waste disposal practices, etc):**

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**16. EMERGENCY RESPONSE PLAN:**

**16.1 Proposed Emergency Response Plan (Emergency Coordinator, Employee Training/Awareness, Emergency Equipment/ Cleanup Contractors to be used in the event of an incident occurring, Emergency Contact Register, etc):**

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**17. PLANT AND EQUIPMENT MANAGEMENT:**

**17.1 Proposed Management Measures for Plant and Equipment, Service & Maintenance Cycle, Fuel Capacity, Oil, Grease, Noise level Management**

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**18. PROTECTION OF THE FAUNA & FLORA:**

**18.1 Proposed Management Measures to protect the fauna & flora (e.g. Eradication of alien species, protection of environmental sensitive / protected areas)**

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**19. MANAGEMENT PLAN FOR ABLUTION FACILITIES**

**19.1 Proposed Management Measures For Ablution Facilities (e.g. provision of adequate ablution facilities, frequency of servicing these ablution facilities to ensure they are sanitary and non-offensive)**

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**20. TRAFFIC MANAGEMENT PLAN:**

**20.1 Proposed Traffic Management Measures (e.g. Adherence to speed limits on private & public roads to avoid accidents that may lead to environmental damage)**

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**21. MONITORING PLAN:**

**21.1 Proposed Monitoring Plan e.g. Baseline & Ongoing Monitoring (what will be monitored, frequency, how the results will be recorded and where the records will be kept) (e.g. Site Inspections, Inspection Findings, Corrective/ Preventive Measures for Non-conformances)**

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**22. MANAGEMENT OF VISUAL IMPACT**

**22.1 Proposed Measures to buffer the aesthetic impact of e.g. stockpiles**

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**23. MANAGEMENT OF COMPLAINTS:**

**23.1 Proposed Measures to manage complaints, Complaints Register & Corrective Plan**

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**24. MANAGEMENT OF INCIDENTS:**

**24.1 Proposed Measures to manage incidents, Incident Register & Corrective Plan**

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**25. SITE SECURITY:**

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**26. REHABILITATION /DECOMMISSIONING PLAN:**

**26.1 Proposed Decommissioning and Rehabilitation Measures (e.g. for areas that have been disturbed/ contaminated)**

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**27. SITE CLOSURE AUDIT:**

**27.1 Audit to assess compliance status & rehabilitation prior to closure of the site**

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 .....  
 .....

**Signed by: .....**  
**Tenderer/Contractor Representative**

**.....**  
**Date:**

**Signed by: .....**  
**Tenderer's Environmental Specialist to confirm**  
**his / her approval of the Environmental Risk Assessment,**  
**EMP, Method Statements & other project-specific**  
**supporting documents submitted to TNPA**

**.....**  
**Date:**

**Signed by: .....**  
**Transnet Representative (SHEQ Department)**

**.....**  
**Date:**