



NEC3 Engineering and Construction

Short Contract (ECSC3)

A contract between **Airports Company South Africa**
VAT Reg No. 493 013 8393

and _____

for the design and construction of a temporary light steel/aluminium framed structure for accommodating passengers at George and King Phalo airports.

Contents:	Compiled in accordance with CIDB Standard for Uniformity in Construction Procurement (January 2009 amendments)	Page No.
Part C1	Agreements & Contract Data	
	C1.1 Form of Offer and Acceptance	3
	C1.2 Contract Data provided by the <i>Employer</i>	6
	C1.2 Contract Data provided by the <i>Contractor</i>	11
Part C2	Pricing Data	
	C2.1 Pricing assumptions	12
	C2.2 Price List	13
Part C3	Scope of Work	
	C3.1 Works Information	14
Part C4	Site Information	18

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C1 Agreements & Contract Data

C1.1 Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance page signature block on the next page, has solicited offers to enter into a contract for the procurement of:

The objective of the Employer is to appoint an experienced contractor and consultant team (one appointment) for the design and construction of a temporary light steel/aluminium framed structure for accommodating passengers at George and King Phalo airports.

The tenderer, identified in the signature block below, having examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	
Value Added Tax @ 15% is	
The offered total of the Prices inclusive of VAT is	
(in words)	

This Offer may be accepted by the Employer by signing the form of Acceptance overleaf and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Tenderer's CIDB registration number (if applicable)

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an Agreement between the Employer and the tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part 2 Pricing Data

Part 3 Scope of Work: Works Information

Part 4 Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

The tenderer shall within one week of receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the tenderer receives one fully completed copy of this document, including the Schedule of Deviations (if any) together with all the terms of the contract as listed above.

Unless the tenderer (now *Contractor*) within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature(s)

Name(s)

Capacity

**for the
Employer**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Note: If a tenderer wishes to submit alternative tender offers, further copies of this document may be used for that purpose, duly endorsed, 'Alternative Tender No. _____'

Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the tenderer:

For the Employer

Signature	_____	_____
Name	_____	_____
Capacity	_____	_____
On behalf of	_____ (Insert name and address of organisation)	_____ (Insert name and address of organisation)
Name & signature of witness	_____	_____
Date	_____	_____

C1.2 Contract Data**Data provided by the *Employer***

Clause	Statement	Data
General		
10.1	The <i>Employer</i> is (Name):	[Airports Company South Africa] (reg no: [493 013 8393]), a juristic person incorporated in terms of the company laws of the Republic of South Africa
	Address	Registered office at [ACSA Corporate Office]
	Tel No.	
	Fax No.	
	E-mail address	
11.2(11)	The <i>works</i> are	Design and construction of a temporary light steel/aluminium framed structure for accommodating passengers at George and King Phalo airports
11.2(13)	The Works Information is in	the document called 'Works Information' in Part 3 of this contract.
11.2(12)	The Site Information is in	the document called 'Site Information' in Part 4 of this contract.
11.2(12)	The <i>site</i> is	George and King Phalo airports
30.1	The <i>starting date</i> is.	Upon ACSA's signature
11.2(2)	The <i>completion date</i> is.	From starting date as per 30.1 or upon depletion or contract value
13.2	The <i>period for reply</i> is	7(seven) business days
40	The <i>defects date</i> is	12 (twelve) months after Completion of the whole of the <i>works</i>
41.3	The <i>defect correction period</i> is	2 (two) weeks
50.1	The <i>assessment day</i> is the	15th day of each successive month
50.5	The <i>delay damages</i> are	
50.6	The retention is	
51.2	The interest rate on late payment is	The prime lending rate of the Nedbank Bank. as determined from time to time
80.1	The <i>Contractor</i> is not liable to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property in excess of	
82.1	The <i>Employer</i> provides this insurance	Refer to the Insurance Clauses which is attached at the end of the Contract Data

82.1	The minimum amount of cover for the third insurance stated in the Insurance Table is:	whatever the <i>Contractor</i> deems necessary in addition to that provided by the <i>Employer</i>.
82.1	The minimum amount of cover for the fourth insurance stated in the Insurance Table is:	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the <i>Contractor's</i> common law liability for people falling outside the scope of the Act
	Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply?	No
93.1	The <i>Adjudicator</i> is (Name)	the person selected from the ICE-SA list of Adjudicators by the Party intending to refer a dispute to him. [ICE-SA is a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see www.ice-sa.org.za) or its successor body]
	Address	
	Tel No.	
	Fax No.	
	e-mail	
93.2(2)	The <i>Adjudicator nominating body</i> is:	the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see www.ice-sa.org.za) or its successor body.
93.4	The <i>tribunal</i> is:	arbitration.
	The <i>arbitration procedure</i> is	the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.
	The place where arbitration is to be held is	[Johannesburg] South Africa
	The person or organisation who will choose an arbitrator	
	- if the Parties cannot agree a choice or	the Chairman for the time being or his nominee
	- if the arbitration procedure does not state who selects an arbitrator, is	of the Association of Arbitrators (Southern Africa) or its successor body.
The <i>conditions of contract</i> are the NEC3 Engineering and Construction Short Contract (June 2005)¹ and the following additional conditions:		

¹ Can be obtained from either Engineering Contract Strategies Tel 011 803 3008, Fax 011 803 3009 (see www.ecs.co.za) or SAICE.

AIRPORTS COMPANY SOUTH AFRICA
PASSENGER OVERFLOW MITIGATION PROJECT
AT GEORGE AND KING PHALO AIRPORTS

PURCHASE ORDER NUMBER _____

Z1

Z1.1

Z1.2

Z2

Z2.1

Z2.2

Data provided by the *Contractor* (the *Contractor's Offer*)

The tendering contractor is advised to read both the NEC3 Engineering and Construction Short Contract (June 2005) and the relevant parts of its Guidance Notes (ECSC3-GN)² in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on page 26 of the ECSC3 Guidance Notes.

Completion of the data in full is essential to create a complete contract.

10.1	The <i>Contractor</i> is (Name):	
	Address	-
	Tel No.	
	Fax No.	
	E-mail address	
63.2	The percentage for overheads and profit added to the Defined Cost for people is	____%
63.2	The percentage for overheads and profit added to other Defined Cost is	____%
11.2(9)	The Price List is in	the document called 'Price List' in Part 2 of this contract.
11.2(10)	The offered total of the Prices is [Enter the total of the Prices from the Price List]:	

² Available from Engineering Contract Strategies Tel 011 803 3008, Fax 011 803 3009.

INSURANCE CLAUSES

1.1 Contract Works Insurance

- The contractor must secure a contract works insurance cover for a limit not less than R250 000, each and every claim
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

1.2 Public Liability Insurance

- The contractor must secure Public Liability insurance cover for 3rd party property damage, for a limit not less than R275 000 for each and every claim;
- The contractor must secure Public Liability insurance cover for removal of lateral support, for a limit not less than R500 000 for each and every claim;
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

1.3 Professional Indemnity Insurance

- All consultants must secure Professional Indemnity cover for a limit not less than R5 million;
- Contractors who have a material design element, excluding typical P & G related work, as part of their scope, must secure Professional Indemnity cover for a limit not less than R5 million;
- The consultant must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and consultant.

2. INSURANCE REQUIREMENTS FOR PROJECTS WITH A VALUE BELOW R50 million AND DURATION NOT EXCEEDING 36 MONTHS ON THE AIRSIDE

2.1 Contract Works Insurance

- The contractor must secure a contract works insurance cover for a limit not less than R250 000, for each and every claim
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

2.2 Public Liability Insurance

- The contractor must secure Public Liability insurance cover for 3rd party property damage, for a limit not less than R525 000, for each and every claim;
- The contractor must secure Public Liability insurance cover for removal of lateral support, for a limit not less than R750 000, for each and every claim;
- The contractor must secure Public Liability insurance cover for damage to aircraft, for a limit not less than R750 000, for each and every claim
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

2.3 Professional Indemnity Insurance

- All consultants must secure Professional Indemnity cover for a limit of not less than R5 million;
- Contractors who have a material design element, excluding typical P & G related work, as part of their scope, must secure Professional Indemnity cover for a limit not less than R5 million;
- The consultant must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and consultant.

C2 Pricing Data

C2.1 Pricing assumptions

Entries in the first four columns in the Price List are made either by the *Employer* or the tendering contractor

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only; the Unit, Quantity and Rate columns being left blank.

-

If the *Contractor* is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters the rate which is then multiplied by the expected quantity to produce the Price, which is also entered.

All Prices are to be shown excluding VAT unless instructed otherwise by the *Employer* in Tender Data or in an instruction the *Employer* has given before the tenderer enters his Prices.

If there is insufficient space in the Price List which follows, state in which document the Price List is contained.

C2.2 Price List

George Airport

Item no.	Description	Unit	Quantity	Rate	Price
1.	Final design drawings compliant to applicably municipal planning office and by-laws (Both Landside + Airside)				
2.	Municipal Approvals				
3.	Engineers' compliance certificate (Structures)				
4.	Prefabricated Structure -				
5.	Roofing				
6.	Insulation				
7.	Foundation				
8.	Flooring				
9.	Electrical				
10.	IT				
11.	Air-conditioning & Ventilation				
12.	Access Doors				
13.	Windows & Glass Panels (Glazing / Tinted)				
14.	Walls & Columns				
15.	Painting				
16.	Integration between existing and new facility				
17.	Stormwater management				
18.	Wayfinding, safety and directional signage				
19.	Hoarding				
20.	Landside – solution				
21.	Removal of drywalling walling at old Fancourt lounge refer to C3 for scope of works.				
22.	Relocation of the existing boarding gates to the new facility				
Sub- Total A: The total of the Prices (excluding VAT):					

King Phalo Airport

Item no.	Description	Unit	Quantity	Rate	Price
1.	Final design drawings compliant to applicably municipal planning office and by-laws.				
2.	Municipal Approvals				



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3.	Engineers' compliance certificate (Structures)				
4.	Prefabricated Structure				
5.	Roofing				
6.	Insulation				
7.	Foundation				
8.	Flooring				
9.	Electrical				
10.	IT				
11.	Air-conditioning & Ventilation				
12.	Access Doors				
13.	Windows & Glass Panels (Glazing / Tinted)				
14.	Walls & Columns				
15.	Painting				
16.	Integration between existing and new facility				
17.	Stormwater management				
18.	Wayfinding, safety and directional signage				
19.	Hoarding				
20.	None				
21.	None				
22.	Relocation of the existing boarding gates to the new facility				
23.	Terminal seats		36		
Sub-Total B: The total of the Prices (excluding VAT):					
Item no.	Description	Unit	Quantity	Rate	Price
1.	Sub-Total A				
2.	Sub – Total B				
3.	Contingencies (10%)				
4.					
5.					
6.					
7.	Roofing – ELS				
Final: The total of the Prices (excluding VAT):					



C3: Scope of Work

C3.1 Works Information

1. Description of the works

The required works are the planning, design, construction and construction supervision of a light frame, quick construction structure. The design lifespan of the structure should be 5-7 years. The design should be based modules that could be prefabricated off-site and delivered to site for assembly, offsite fabrications is encouraged since the works will take place within a live airport environment and generally no airport operation disruption will be allowed.

The scope of work for the project is the planning, design, construction, and construction supervision of the following at both airports:

1. Final design drawings compliant to applicably municipal planning office and by-laws (Both Landside + Airside)
2. Municipal Approvals
3. Engineers' compliance certificate (Structures)
4. Prefabricated Structure
5. Roofing
6. Insulation
7. Foundation & Surface beds
8. Flooring
9. Electrical
10. IT
11. Heating; Ventilation & Air-conditioning (HVAC)
12. Access Doors & Gates
13. Windows & Glass Panels (Glazing)
14. Walls & Columns
15. Painting
16. Integration between existing and new facility
17. Stormwater management
18. Wayfinding, safety and directional signage
19. Hoarding
20. Landside – solution (GRJ only)
21. Removal of drywalling walling at old Fancourt lounge (GRJ only).
22. Relocation of the existing boarding gates to the new facility
23. Terminal seats

2. Drawings

The terminal drawings will be issued to the contractor upon tender award.

Drawing number	Revision	Title
N/A	N/A	N/A



3. Specifications

1. Final design drawings compliant to applicably municipal planning office and by-laws (Both Landside + Airside)

The contracting team must have (or procure under their reign) the services of design resource(s) that will be able to transpose the verbal specification found in the scope of work - into a design drawing that can be submitted to the municipal planning office for approval. Care should be taken to make use of prefabricated structures which will alleviate the project from lengthy approval and installation processes.

2. Municipal Approvals

The contractor must finalise the design with the ACSA key stakeholders and submit for approval at the various entities required.

3. Engineers' compliance certificate (Structures)

The structure of the temporary facility must be approved and duly certified by a structural engineer for the intended purpose.

4. Prefabricated Structure

The use of prefabricated structures will ensure assembling and testing of the structure prior to delivery to the airport. This will shorten installation time.

The overall requirements of structure sizes is 30m x 15m wide structure for George Airport and 20m x 15m for King Phalo airport. The construction and the design for the structure should allow for de-assembly of the structure and the area to be returned to pre-construction conditions. The required structure should fit the aesthetic theme of the airport - therefore the proposed structure should incorporate use of framed and frameless glass panel and doors to fit the aesthetics of the airports. Due to the urgent need of the structure, it is envisaged that the structure will be a light steel framed structure.

5. Roofing

The roof of the structure should be covered with metal / non-metal roofing sheets; however, the sheets should be coloured to prevent them from producing glare that could obscure the pilots. In order to aid the fast construction, it is envisaged that the roof not be fitted with a ceiling. However, the roof must be neat and aesthetically pleasing with exposed air-conditioning ducting and other roof mounted services.

6. Insulation

The roof should be fitted with an "insulation blanket" or sheathing to reduce noise due to rain and make the building energy efficient.

7. Foundation & Surface beds

The foundations of the structure should be designed to withstand "uplift" and all forces that the structure will be subjected to. In order to speed up the construction time, the approved design should incorporate the use of existing surface beds where possible, (the currently identified locations of the structure in both airports have surface beds. It is however envisaged that these surface beds will require screeding/covering in order to enhance their visual appeal.

8. Flooring



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The acceptable floor covering would be in the form of non-slip laminated plastic covering or non-slip floor tiles. The final floor of the level of the proposed structure should be raised to allow stormwater to flow around the structure without disrupting passenger movement inside the structure.

9. Electrical

The design should allow for sufficient electrical installation in the new structure. Electrical installation shall include all interior wiring and to all equipment such as lighting, CCTV, IT, PA and air circulations units, fire preventions in line with SANS 10142. As far as possible multiple joints shall be avoided:

- Terminal buildings are essential to operation and it is requirement that the facility is supplied from the essential electricity supply – where possible.
- All installation be made safe to life and property.
- Lighting design and installation shall comply to the required LUX levels for a Terminal departure hall as per OHS Act.
- All lighting shall be LED with control-and monitoring capability (where applicable) for daylight harvesting opportunities.
- Adequate plugs in line with sitting arrangement and cleaning arrangement shall be designed.

10. IT

The IT component will relocate the existing boarding gates to the new structure doors - where improvement of passenger flow and throughput can be achieved.

Extension of the following critical systems is also included:

- Public Announcements
- Surveillance Cameras
- Fire systems – where compliances require because of the increased boarding lounge footprint.
- Flight Information Display Screens

11. Heating; Ventilation & Air-conditioning (HVAC)

Heating, ventilation, and air-conditioning should be designed to conform to Part O of the building regulations (SANS 10400 – latest edition). The floor area for HVAC designs is 450m² for George airport and 300m² for King Phalo airport. The use of mobile units is encouraged where possible, however this units must be such that they meet requirements of the building regulations and other relevant standards. The use of natural ventilation is encouraged to minimise the cost of ventilation; however, this must be carried out within the limitations of the building regulations and relevant standards.

12. Access Doors & Gates

The doors of the new facility must be lockable with manual sliding mechanisms.

13. Windows & Glass Panels (Glazing)

All windows and glass panels in doors must be glazed with glazing certificates issued on hand-over

14. Walls & Columns

The current aesthetic theme on the departures lounge walls is glass building envelopes with a non-distracted view to the airfield. The walls of the temporary structure should maintain and blend with this theme. As such the use of framed glass walls and frameless glass doors will be encouraged. The walls should protect the passengers from weather elements, i.e., rain, high winds & excessive sunlight (including jet blast from a code C aircraft). The glass walls should be covered with a relevant UV protection to prevent excessive sunlight into the structure. The design team is encouraged to maximise open spaces by providing clear spans, however this requirement should be balanced with the need to construct a structure that is quick to construct.



George Airport current design (“look & feel”)



King Phalo Airport current design ("look & feel")

15. Painting

All painting finishing quality and colours of the new facility must match and complement the existing facilities. Applicable compliance for painting is SANS 10305-2 (parts 1 to 6).

16. Integration between existing and new facility

The proposed structures must be integrated with the existing terminal building to facilitate smooth passenger movement from the terminal building to the passenger staging area (i.e., the proposed structure), as such the floor levels, overhead coverings, doors etc. of the proposed building must tie with those of the existing terminal building. Handrails and bollards must be provided around the structure to guide passengers in-case of emergency evacuations and to avoid passengers wondering into the airspace.

17. Stormwater management

The design team must take cognisance that the location of the structure must be sloped to aid the movement of storm water. Where the structure blocks the existing stormwater path, the surface beds must be sloped to allow storm water to drain freely. In problematic areas, where applicable, new stormwater inlets must be installed into existing stormwater infrastructure, to alleviate the risk of flooding.

Applicable standard for compliance, SANS 10400 – part P.

18. Wayfinding, safety and directional signage

The contractor must make provision for way-finding signage; safety signage and directional signage – where applicable inside and around the works area. This will ensure safe facilitation of passengers and stake holders during the works program.

19. Hoarding

The contract must provide hoarding around the works area. The intension is to visually separate the construction work from the passenger view. This will allow works to continue both after and during operational hours. All work scheduled during operational hours must be of such a nature that it does not negatively impact on airport operations and passenger safety.

As an example – hoarding can be done with the use of painted corrugated sheets and wooden posts.

20. Landside – solution (GRJ only)



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At George airport there is a risk on the landside of the terminal building that requires mitigation. Construct/install a solution that will protect queuing passengers from weather exposure. The existing building overhang can be used to support and enhance the installation.

Pull-down blinds (canvases):

- Heavy duty vision text material:
 - See through / openness factor = about 3%
 - UV-R block = 92%
 - Rain Block = 97%
 - Wind block = 96%
 - Fire Retardant Rated – Self Extinguishing
 - 10 Year warranty -
 -
- Available length = 80m (4 meters in width & drop = 3.5 meters)
- Spring loaded – no cranking with handle to pull down
- The pull-down blinds to be installed at the terminal building entrance.
 - Providing coverage against weather elements (wind, rain, sun) for queuing passengers on the outside of the building.
 - Tent material must be of prime quality (industrial / commercial application)
 - 100% Waterproof
 - Washable
 - Withstand storm wind gusts
- Make provision for the certification of the blinds to withstand the maximum wind that the blinds are designed for – by a suitable qualified person. (i.e structural engineer).
- The average pull-down length (height) of the blinds = 3m
- Color to be decided after award
- Installation must adhere to all applicable compliances (OHS; Quality; Municipal By-laws; etc.)
- Installation must be joined from Terminal building / roof structure – to - the ground / pavement, whilst maintaining a compliant height inside.
- Included thorough preparation and finish work – specifically where the installation touches other surfaces or finishing.

NB: Contractor must provide accordingly - if a requirement exists for a structural engineer to determine the loads and provide a certificate.

Note: Final measurements will be completed during site-visit

21. Removal of drywalling at old Fancourt lounge

- Walls
 - Refer to the fancourt layout picture below. Remove all dry-wall walls highlighted in blue. All the walls highlighted in yellow must remain. Repair all wall finishing where it was presented unacceptable or damaged by the removed walls.
- Floor
 - Remove all carpets. Install ceramic tiles similar to that of the departures lounge.
 - Supply and install = 600x600mm ceramic tiles – similar to those installed in the departure hall.



- iii. Provision is made for the re-measurable tile repairs:

1. 150m² Tiles @R_____ R/m² = R_____

- Ceiling

- The existing ceiling in this area is at different heights in the different rooms. The contractor must repair the existing ceilings (where required & also repair the height transitions (where the walls were) with ceiling material without damaging the different ceilings. Paint the ceiling transitions to ensure blending of colours. Contractor to supply and install the ceiling repairs
- Provision is made for the re-measurable ceiling repairs:

1. 150m² Ceilings @R_____ R/m² = R_____

- Aircon

- Service and repair the existing cartridge air conditioning units. Replace the faulty wall controls.
- Install fresh-air diffusers (x2). Tie-in fresh air supply from the existing HVAC system in the adjacent departure lounge. Refer to the HVAC installation drawing below.
- iii. Install extraction system in the ablutions. Tie-in to the existing extraction infrastructure that runs past this facility. Refer to the HVAC installation drawing below.

- Ablution

- The existing male and female ablutions must be assessed re-instated for use by the passengers. Replace toilet seats, qty = 5. Install new stainless-steel hand-dryers (motion activated), qty = 5.
- ii. The male ablution must be transformed into a "Disabled Person" ablution, in full compliance to SANS10400-S (latest edition). I.e., Ensure that the door is wide enough and that it opens outward. Install easy locking mechanism and grab rails.

- Staircase – leading to 1st floor.

- Assess the dry walls (frontside) under the staircase and repair all dents and surface defects. Close the open back-side of the staircase with dry walls as directed – creating a small room for cleaning utensils storage. Install a door. Paint the room inside and outside with a washable paint.

- Painting

- Allow for the painting of walls and ceilings, in areas where the removal works has impacted the surfaces negatively. All painting will be done in accordance with SANS 10305-2: 2012 (or the latest addition). The areas identified for painting will be presented by the contractor and approved by ACSA. No spot-treatment will be allowed. Where applicable singular walls or sections will be painted holistically to ensure seamless appearance of newly painted walls and other walls.

- Provision is made for the painting of:

1. 250m² walls @R_____ R/m² = R_____

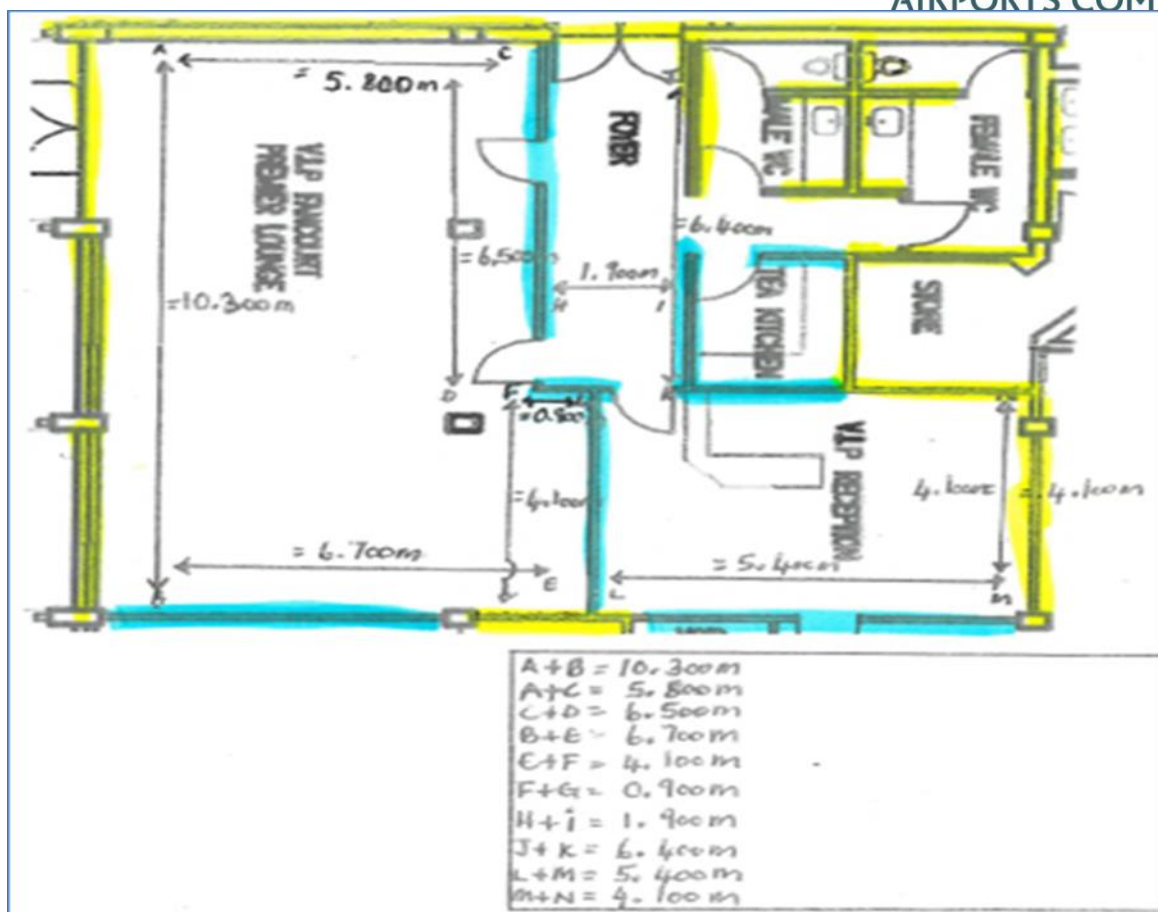
2. 150m² Ceilings @R_____ R/m² = R_____

Sub-Total = R_____

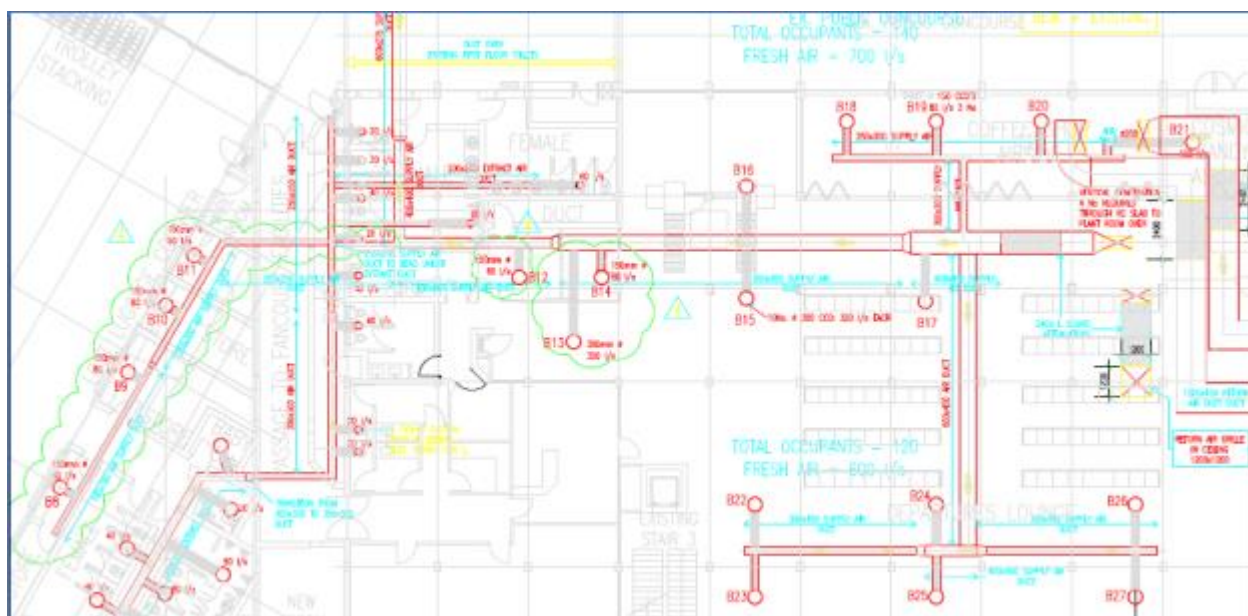
- Boarding Gate
 - Install a boarding gate similar to the existing boarding gates in the departure hall. Location = centre of the two doors in the Fancourt Lounge. Basic design. Find specifications in pictures below. Final measurements to be done on-site.
- General
 - Dismantling must occur in such a way that the items can be re-used later. Items like doors; door frames; electrical fittings; electrical cables; etcetera.
 - Carpets may be discarded.
 - All paint (undercoat + topcoats) must be of a good quality adequate for commercial surfaces. The paint must be washable. Paint colour selection to be approved by ACSA. Where it is evident that not sufficient preparation work was done prior to painting – the contractor will not be paid for those m² and re-work must take place.
- Rates:

○ Removal of dry walls	=	R _____
○ Floors	=	R _____
○ Ceilings	=	R _____
○ Airconditioning	=	R _____
○ Ablutions	=	R _____
○ Staircase	=	R _____
○ Painting	=	R _____
○ Boarding Gate	=	R _____

TOTAL (transfer to pricing schedule) = R _____



Fancourt lounge



HVAC



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Boarding gates

22. Relocation of the existing boarding gates to the new facility

- Relocation

- George airport**

- Relocate the existing boarding gate counters (x6) to the exit door of the new overflow facility.
- There are 3 sets of physical counters. Each counter consists of two boarding gates (either side of the counter). Hence the quantity of 6 boarding gates.
- Position the counters with sufficient space for passenger processing.
- Move all associated infrastructure and signage

- King Phalo Airport**

- Relocate the existing boarding gate counters (x2) to the exit door of the new overflow facility.
- Position the counters with sufficient space for passenger processing.
- Move all associated infrastructure and signage

- IT and electrical infrastructure

- The following IT and electrical infrastructure must be moved and accommodated for:
 - Existing Fids screens above each boarding gate (door), including brackets and electrical points.
 - Boarding gate PC's
 - Printers
 - Scanners
 - All existing power supplies, network and electrical points. It must be noted that the supply is from the UPS power.

- Rehabilitation and provisions

- Rehabilitate all finishing surfaces where the counters were originally located.
- Repair and broken parts of the counter – that might break during the move / is substandard.
- Make provision for:

▪ Tiles	=	20m ²
▪ Painting	=	100m ²
▪ Aluminum strips on the counters	=	50m
▪ Counter panels	=	50m ²
- Pricing for the provisions must be listed per unit and only actuals will be claimed for.



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23. Terminal seats

This line item covers the procurement of Silverline 6-seater chairs. They must have an opening on the back. They must have support (legs) after the first chair on both side not at the end of each side. Ensure firm support and proper stable frame colours of the chair red, orange and green.

-


Annexures:

Title	Date or revision	Tick if publicly available
<u>A Health and Safety requirements:</u>		
<u>B Environmental requirements:</u>		
<u>C Safety file requirements:</u>		
<u>Technical specifications:</u>		
Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)	1993	Yes

4. Constraints on how the Contractor Provides the Works

- Work needs to be completed against a tight program with a practical completion date of **31 March 2021**
- Works must not influence airport operations
- All work must predominantly be scheduled for after operational hours

4.1 Meetings

1. Project kick-off meeting between ACSA and the appointed Contractor on the agreed date.
2. 1st site meeting to occur within a week after kick-off meeting and then 1 meeting per week until project completion

4.2 Use of standard forms

NEC standard forms apply

4.3 Invoicing and payment

In terms of core clause 50 the *Contractor* assesses the amount due and applies to the *Employer* for payment. The *Contractor* applies for payment with a tax invoice addressed to the *Employer* as follows:

The *Contractor* includes the following information on each tax invoice:

- Name and address of the *Contractor*
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number (Vat Reg No. 4930138393);
- The total Price for Work Done to Date which the *Contractor* has completed;
- Other amounts to be paid to the *Contractor*;
- Less amounts to be paid by or retained from the *Contractor*;
- The change in the amount due since the previous payment being the invoiced amount - excluding VAT, the VAT and including VAT;
- ACSA Purchase Order No. to be included on every tax invoice submitted



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The *Contractor* attaches the detail assessment of the amount due to each tax invoice showing the Price for Work Done to Date for each item in the Price List for work which he has completed.

Payment schedule	% of contract value	Rand value
Total		

4.4 Records of Defined Cost

The contractor must provide the records off personnel paid; plant and materials; sub-contracted work and equipment. These will need to be provided in the form of a excel sheet consolidating the amounts. This must be attached to each Payment Certificate submitted for review.

4.5 BBBEE and preferencing scheme

The appointed Contractor is to maintain or improve on its BBBEE status as per verification certificate.

4.6 Facilities to be provided by the Contractor

The Contractor shall be provided with an area where they will set up the site camp. The electrical and water supply points will be provided by the employer.

4.7 Title to material from excavation and demolition

The contractor to notify in writing the ACSA project manager regarding all material that is to be removed from site as a result of this project

4.8 Design by the Contractor

Minimum 2 preliminary design options must be presented to the ACSA key stakeholders for final selection based on optimum aesthetics: safety and airport operations. The final design must adhere to all applicable compliances and certifications.

5. Requirements for the programme

The appointed Contractor is to supply the ACSA project manager with:

- Project time line/schedule at the kick-off meeting
- A detailed method statement/activity schedule by the first project site meeting.

The appointed Contractor is to notify the ACSA project manager in writing regarding any deviations to the above.

6. Services and other things provided by the Employer

Not applicable

Item	Date by which it will be provided
N/A	N/A

C4: Site Information

C4.1: Information about the *site* at time of tender which may affect the work in this contract

1. Access limitations

All work for this project is to be conducted within the proximity of the terminal building (incorporating both landside & airside). Therefore, the contractor shall:

- a) Adhere to all Health and safety requirements
- b) Give advance notice to the Employer when work is to take place. 24 Hour notice should be the minimum notice period.
- c) The Contractor must submit a health and safety file to the ACSA project manager prior to any work on site for approval and issue of a "Works Permit". Refer to the Annexures for the generic list of safety file requirements – which is applicable against the Scope of Work.

2. Ground conditions in areas affected by work in this contract

N/A

3. Hidden and other services within the *site*

Prior to any excavation the contractor must scan for possible underground services. Any damage to underground services must be repaired immediately prior to the continuation of the project activities. All repairs will be for the contractor's account.

4. Details of existing buildings / facilities which *Contractor* is required to work on

Existing building plans will be issued to the contractor after the award of the tender. The contractor must verify the drawings against the actual conditions on the ground.

5. ACSA Environmental Work Instruction

Refer to the attached Annexures

ANNEXURE A: HEALTH & SAFETY REQUIREMENTS

OHS Specification Minor Works

TABLE OF CONTENTS

Introduction

1. Scope
2. Objectives
3. Definitions
4. Mandatary agreement
5. Registration with The Workmen's Compensation or Licensed Insurer
6. Letters of appointment
7. Health and Safety Plan
8. Administrative Controls and the Occupational Health And Safety file
9. Health and Safety Representatives
10. Health and Safety Training
11. Internal/External Audits
12. Penalties

1. Scope:

This document is applicable to all contractors working at any ACSA Airport that do not trigger the definition of Construction work as determined by the Construction Regulations 2014

2. Objective

- a) To ensure that ACSA Service Providers and Contractors comply with the requirements of the Occupational Health and Safety Act No. 85 of 1993, General Administrative Regulations and the General Safety Regulations. Other applicable requirements relating to relevant standards and SANS codes of practice also apply.
- b) To minimise and eliminate contractor's health and safety risks.
- c) To ensure that contractors submitting tenders make provision for the cost of health and safety measures to be implemented during the duration of the contract /during the construction process.
- d) When the scope of work changes to include Construction Work as defined by the Construction Regulations 2014 then the Mandatary is to contact ACSA Safety to update their paperwork

3. Definitions

Client means any person for whom construction work is performed.

Contractor (also referred as Mandatary), is any employer who performs construction work:

Competent person means any person having the knowledge, training, experience and qualifications specific to the work or task being performed. Qualifications and training must be in line with the South African Qualification Authority Act No. 58 of 1995.

Employer means subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates him, but excludes a labour broker as defined in section 1(1) of the Labour Relations Act , 1956 (Act 28 of 1956).

Ergonomics means application of scientific information concerning humans to the design of objects, systems and the environment for human use in order to optimize human well-being and the overall system performance

Hazard means a source of or exposure to danger

Hazard identification means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed

Risk means the probability that injury or damage will occur

Risk assessment is an activity conducted by competent person which includes



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- (a) the identification of the risks and hazards to which persons may be exposed to;
- (b) the analysis and evaluation of risks and hazards identified;
- (c) a documented plan of safe work procedure to mitigate, reduce or control the risks and hazards that have been identified;
- (d) monitoring plan; and
- (e) a review plan

4. Registration with Workman's Compensation or Federated Employers Mutual Association

Contractors shall ensure that ACSA is provided with a valid letter of good standing including a registration number with the Compensation for Occupational Injury and Diseases Fund or an alternative scheme approved in writing by the Commissioner to the COID Fund at least 10

days prior commencement of construction work. It shall remain the Principal contractor's responsibility to furnish ACSA with a valid letter of good standing or keep a copy available for perusal by a Client, client representatives or any other person authorised thereto.

5. Mandatory Agreement

A duly signed mandatory form also referred to as 37.2 shall be obtained from ACSA Safety Department. It must then be signed & submitted back to ACSA by the Principal Contractor at least 10 days prior to commencement of construction work. A Principal Contractor shall ensure that all its sub-contractors have completed a similar document and a proof of such signed documents is submitted to ACSA for reference purposes. No Principal Contractor shall appoint a contractor to conduct construction work unless she/he is reasonably satisfied that the contractor s/he intends to appoint has the necessary competencies and resources to perform the construction work safely.

6. Letters of appointment

A written letter of appointment must be forwarded to ACSA duly signed by responsible persons at least 3 days prior commencement of construction work for the following duties: **(Further appointments could become necessary as the project progresses and as per the requirements of OHS Act 85/1993)**

- (a) Person assigned duties in terms of the 16.2 appointees of the Act
- (b) Risk Assessor CR9(1)
- (c) Fire Equipment Inspector CR29(h) - *where applicable*
- (d) First Aider GSR3(4) -- *where applicable*
- (e) Stacking Supervisor (CR28(a)) (GSR2(a))
- (f) Ladder Supervisor and Inspector (GSR13(a)) - *where applicable*
- (g) Supervisor of Machinery (GMR1) - *where applicable*
- (h) Safety Representatives (OHS Act Sec.17 - *where applicable*)
- (i) Hazardous Chemical Substances Controller/Coordinator HCSR10 - *where applicable*
- (j) Incident Investigator (GAR9(2))

7. Health and Safety Plan

A contractor shall provide ACSA with a Health and Safety Plan document that shall include but not limited to the following during tendering process, before commencement of construction work and during construction:

7.1 Contractor's Health & Safety Policy

A Contractor shall provide a health & safety policy signed by the Chief Executive Officer (CEO) which outlines contractor's commitment towards health and safety.

7.2 Health and Safety Organogram

A Contractor shall provide a health & safety organogram which outlines the 16.1 appointee, 16.2 appointee, team leaders, work supervisor, assistant work supervisor, safety representatives, safety



committee members and other related appointments in terms of the OHS Act. The contact numbers should also be provided for easy reference.

7.3 Risk assessment

A risk assessment shall be conducted by a competent person and is to include:

7.3.1 Identification of risks and hazards to which persons may be exposed; this is also to include ergonomic related risks

7.3.2 Hazard analysis and evaluation of the identified risks and hazards;

7.3.3 A documented plan of safe work procedure to mitigate, reduce or control the risks and hazards that have been identified;

7.3.4 A monitoring and review plan of risks and hazards

7.3.5 Relevant personal protective equipment or clothing to be provided which is SABS approved. The contractor shall ensure that all employees are informed, instructed and trained by a competent person regarding any hazard and the related procedure before any work commences and records thereof to be kept in the contractor's health and safety file.

7.4 Health and Safety Representatives

A contractor shall ensure that Health and Safety Representative(s) is/are elected and delegated in writing and necessary training has been provided by a competent person. A proof of training certificate shall be provided to ACSA prior commencement of construction work.

Health and Safety Representatives shall conduct regular inspections by completing a mutually acceptable form of checklist developed by the contractor. Safety defects noted shall be recorded and reported to the supervisor for remedial action. Health and Safety Representative Inspection findings shall be made available to ACSA for reference and audits purposes.

Health and Safety Representatives and their reports shall form part of the safety committee which shall meet on a regular basis as stated by the contractor.

7.5 Health and Safety Committee

A contractor shall hold health and safety meetings on site. Minutes of such meetings and action taken by management shall be kept on file and made available to ACSA for reference purposes. Members of the committee shall receive proper training and a proof of such training shall be made available.

The contractor shall ensure that ACSA Safety Department is invited to such meetings. These meetings do not substitute for Contractor's Site meetings.

8. Health and Safety Training

8.1 Environmental Health and Safety Induction

The contractor shall conduct an induction training session prior commencement of construction work. An attendance register shall be kept in the contractor's health and safety file.

For any construction work to be conducted on the airside an airside Safety Induction training shall be attended by all persons entering who are to enter Airside and a course fee determined by ACSA shall be paid by the Contractor. A security permit to access airside shall be issued on production of proof of attendance.

8.2 Induction Conducted by a Contractor and Competent Person

A contractor must make sure that their personnel and persons visiting the site undergo an induction conducted by a competent person prior commencement of construction work. Every employee on site shall be in a possession of proof of the health and safety induction training.

A contractor shall ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site.

A manual /copy of such training shall be provided to ACSA for reference purposes.

As determined by the risk assessment, a contractor shall ensure that all employees under his/her control are trained by a competent person and a proof of such training is kept on file for reference.

8.3 Toolbox Talks

A Contractor shall ensure that employees attend a formal Toolbox conducted at least on a weekly basis. Toolbox Talks shall cover a wide variety of topics related to health and safety. An


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attendance register shall be completed by employees who attended such Talks. The register shall indicate the topic covered presenter, date and signatures of employees attended. Records for Toolbox Talks shall be kept in a health and safety file and be made available to ACSA for perusal.

8.4 First Aid Training

A contractor shall appoint competent First Aider(s) in writing where more than 10 employers are employed. A letter of appointment shall be kept on file for reference made available to ACSA Safety. Duly designated First Aider(s) shall undergo for training conducted by an accredited institution prior commencement of construction work and a proof of certificate be submitted to ACSA for reference.

The Contractor shall ensure that the first aid box(es) is/are controlled by qualified First Aider(s) and kept fully stocked with necessary first aid contents related to the hazards and risks identified. A first aid box must be accessible and location of such boxes) is clearly displayed on site.

8.5 FIRE PREVENTION AND PROTECTION

A contractor shall ensure that adequate fire equipment is provided in strategic places (that is, where there is a mobile distribution board, flammable liquids, vessels under pressure, confined spaces, hot work etc). A contractor shall ensure that such equipment is inspected by a competent person on a regular basis and such inspections are recorded on a register. A contractor shall ensure that all fire equipment is serviceable and person(s) have been properly trained on how to use the equipment. A proof of such training shall be provided prior commencement of construction work.

8.6 EMERGENCY PREPAREDNESS

A contractor shall provide ACSA with an emergency plan and procedure which will include, but not limited to emergencies such as fire, bomb threat, civil unrest, medical treatment, environmental incidents, accidents to employees and other persons other than their employees.

Emergency procedure shall be communicated to employees and a proof of such training shall be kept on file for reference. A list of emergency contact numbers shall be conspicuously displayed on site for ease reference. An evacuation plan shall be displayed in strategic places.

A contractor shall provide ACSA Safety with a full record of any incidents which may occur on site.

8.7 Incident or Accident Reporting and Investigation

A Contractor shall ensure that all incidents/accidents (this includes near miss, first aid cases and section 24 cases) are reported by employees immediately to the Construction Work Supervisor for further investigation and remedial action. A Contractor shall ensure that all section 24 incidents/accidents and incidents other than employees are reported to the Department of Labour immediately and preliminary investigation is conducted by a competent person within seven days. If construction work will be finished within 3 days after occurrence, an investigation shall be conducted before such construction work is ceased. Proof of such records shall be submitted to ACSA immediately or within 24 hours.

8.8 PERSONAL PROTECTIVE CLOTHING/EQUIPMENT

A contractor shall ensure that personal protective equipment or clothing needs analysis is conducted and incorporated into the risk assessment. Records shall be provided by the contractor prior commencement of construction work. A contractor shall ensure that SABS approved personal protective equipment or clothing is provided to personnel. The contractor shall ensure that no personnel are allowed to work on site without necessary personal protective equipment or clothing. A contractor shall ensure that PPE or Clothing is kept in good working order. A contractor shall clearly stipulate procedures to be followed when PPE or Clothing is lost or stolen, worn or damaged. ACSA shall remove any person from construction site who is working without necessary personal protective equipment and/or clothing. Worn or tattered personal protective clothing shall not be permitted on airport premises.



9. GENERAL ADMINISTRATIVE HEALTH & SAFETY REQUIREMENTS

9.1 ROOF WORK

A contractor shall ensure that all necessary health and safety precautions stated in the General Safety Regulations and Construction Regulations are taken into consideration when conducting any roof work. A contractor shall ensure that no person(s) is /are permitted to work on roof during inclement weather conditions.

9.2 STRUCTURE

A contractor shall provide ACSA with necessary precautionary safety measures to be taken as stipulated in Construction Regulation 9 to obviate any uncontrolled collapse of new structure or existing structure or any part thereof which may become unstable or is in temporary state of weakness or instability due to carrying out of construction work.

9.3 DESIGNER

The Designer shall conduct regular inspections to ensure that a contractor is erecting a structure according to the designs and records of inspections shall be kept on site for reference. The frequency of inspections shall be determined by the nature of construction.

A designer can stop any contractor from executing any construction work which is not in accordance with the relevant design. A certificate of commissioning shall be issued by the designer after completion of structure.

9.4 SCAFFOLDING ERECTION/DISMANTLING

A contractor shall ensure that scaffolding is erected and dismantled under the supervision of a competent person. A letter of appointment of the scaffold erector and inspector and their proof of competency shall be provided prior commencement of work. A contractor shall ensure that all safety standards stipulated in Construction Regulation 2014 are adhered to.

A proof of weekly inspections and inspection conducted after inclement weather shall be kept on file for reference.

9.5 EXCAVATION WORK

A contractor shall ensure excavation work is conducted under supervision of a competent person who has been appointed in writing. A letter of appointment shall be provided to ACSA Safety prior commencement of work. A risk assessment outlining safe work procedures to be adhered to if excavation is more than 1.5m deep must be provided to ACSA prior commencement of work. A contractor shall ensure that no person works in an excavation which is not adequately braced or shored.

A contractor shall ensure that every excavation including bracing and shoring are inspected daily prior each shift starts and such records are kept on site for reference.

A contractor shall ensure that all precautionary measure as stipulated for confined spaces as stated in the General Safety Regulation of OHS Act 85/1993 are complied with when entering any excavation. A contractor shall ensure that warning signs are conspicuously displayed where excavation work involves the use of explosives and a method statement developed by a competent person is provided to ACSA prior commencement.

A contractor shall ensure that safe and convenient means of access is provided to every excavation when required. Such access shall not be further than 6m from the point where any worker within the excavation is working.

A contractor shall communicate, train and enforce safe work procedures pertaining to excavation work to his/her employees.

9.6 DEMOLITION WORK

A contractor shall ensure that a detailed structural engineering survey is conducted by a competent person and a method statement on the procedure to be followed is provided to ACSA Safety. A contractor shall ensure that demolition work is conducted under the supervision of a competent person appointed in writing, and in accordance to Construction regulation 14 of OHS Act 85/1993.

A contractor shall ensure that safety precautionary measures stipulated in Asbestos Regulations is adhered to if demolition work involves asbestos material and that asbestos work is conducted under the supervision of a registered Asbestos Contractor.

9.7 EXPLOSIVE POWER TOOLS

A contractor shall ensure that no person uses explosive power tools unless they have been properly trained, tools are properly guarded and inspected daily before use by a competent person who has been appointed in writing. A proof of such appointment and competency is kept on file for reference. A contractor shall ensure that warning signs are conspicuously displayed when explosive power tools are in use. A contractor shall ensure that all safety precautions are adhered to as stipulated in the Explosive Regulations and Construction Regulations 21.

9.8 PORTABLE ELECTRICAL TOOLS AND ELECTRICAL INSTALLATION

A contractor shall ensure that all portable electrical tools are properly maintained, inspected before use by a competent person who is appointed in writing to perform such duties.

A contractor shall ensure that the electrical power tools are provided with earth leakage protection and are of double insulated type.

A contractor shall ensure that portable electrical tools are numbered and identified and entered onto a register. Regular inspections shall be recorded onto a register and kept on site.

A contractor shall ensure that prior notice is given to ACSA Electrical Engineer of any work involving electrical isolation. A lock-out certificate shall be issued to the relevant Contractor. A contractor shall ensure that a lock-out procedure is adhered to by his/her employees whenever required. A contractor shall ensure that safety measures stipulated in the Electrical Installation Regulations, Machinery Regulations, General Machinery Regulations and Construction Regulations are adhered to at all times.

9.9 LIFTING EQUIPMENT, TACKLE, MATERIAL HOIST AND CRANES

A contractor shall ensure that all lifting equipment and tackle is inspected before use and a monthly register is completed by a competent person. Proof of such inspections shall be recorded and kept on file for reference. A contractor shall ensure that a safe working load is conspicuously displayed on lifting equipment and tackle and service certificate is provided prior commencement of work. A contractor shall ensure operators are properly trained on how to operate the above mentioned equipment and a proof of competency is provided prior commencement of work.

A Contractor shall provide information on procedures to be followed in the case of:

- (a) Malfunctioning of equipment; and
- (b) Discovery of a suspected defect in the equipment

A contractor shall ensure that safety measures stipulated in Driven Machinery Regulation and Construction Regulation with regard to above equipment are adhered to at all times.

9.10 LADDERS

A contractor shall ensure that all ladders are numbered, inspected before use and weekly inspections are recorded in a register. A contractor shall ensure that a competent person who carries the above inspections is appointed in writing.

9.11 STORAGE OF FLAMMABLE LIQUIDS

A contractor shall ensure that a competent person is designated in writing to control the storage and usage of Hazardous Chemical Substances (HCS). A letter of appointment shall be provided prior commencement of construction work.

A contractor shall ensure that material safety data sheets (MSDS) of chemical substances brought on site are kept on site and such documents have been communicated to the chemical substance users and First Aiders.



A contractor shall ensure that safety measures stated in Hazardous Chemical Substances Regulations, General Safety Regulation, Construction Regulation and Community Safety Fire By-law are applied at all times.

9.12 PRESSURE EQUIPMENT

A contractor shall ensure that pressure equipment is identified, numbered and entered in a register. A contractor shall ensure that inspections are carried out and test of certificates are available and kept on file as per the Regulations.

9.13 EMPLOYEES EXPOSED TO EXCESSIVE NOISE

A contractor shall ensure that all employees exposed to excessive noise (equal or above 85 dB(A)) have undergone a baseline audiometric test prior commencement of employment work and SABS approved ear protection is provided and worn at all times. Where staff work in noise zones they are to undergo annual audiograms if exposed to noise between 85 dBA and 105dBA. In areas where the noise exceeds 105 dBA then bi-annual audiograms are required to be conducted for a period of 3 years until it can be proved that the employees hearing is not being compromised.

9.14 STACKING AND STORAGE

A contractor shall ensure a competent person is appointed in writing with a duty of supervising all stacking and storage on a construction work or site. A proof of such appointment shall be provided prior commencement of construction work. A contractor shall ensure that stacking is conducted under supervision and good housekeeping is maintained at all times

9.15 ABLUTIONS/CHANGING/EATING FACILITY

A contractor shall ensure that sufficient shower, sanitary, changing facilities for each sex and sheltered eating area(s) are provided for the employees. The above facilities must be kept in a clean, hygiene, safe condition and in good state of repair.

9.16 HOUSEKEEPING ON SITES

A contractor shall ensure that good housekeeping is maintained and enforced at all times. A contractor shall ensure that safety precautionary measures stipulated in Environmental Regulations for Workplaces and Construction Regulations and Construction Environmental Specification are adhered to at all times.

9.17 PUBLIC SAFETY AND SECURITY

A contractor shall ensure that notices and signs are conspicuously displayed at the entrance and along the perimeter fence indicating "No Unauthorised Entry", "Visitors to report to office", "helmet and safety shoes" etc

Health and safety signage must be well maintained throughout the project. This shall entail cleaning, inspection and replacement of missing or damaged signage.

A contractor shall ensure that nets, canopies, fans etc are provided to protect the public passing or entering the site. A contractor shall ensure that Security guard is provided where necessary and provided with a way of communication and an access control measures or register is in place.

A contractor shall ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site.

9.18 NIGHT WORK

A contractor shall ensure that necessary arrangements have been made with ACSA before conducting any night work. A contractor shall ensure that there is adequate lighting for any work conducted at night and failure to do so shall result in work being stopped.

9.19 HOT WORK

A contractor shall ensure that ACSA Fire & Rescue Department is notified of any hot work to be conducted during construction work. A hot work permit accompanied with a gas free certificate shall be issued to the relevant contractor by ACSA Fire & Rescue Department when satisfied that



the area is safe and that the Contractor understands the procedure. A contractor shall ensure that a hot work procedure is adhered to at all time by his/her employees.

9.20 CONSTRUCTION VEHICLES

A contractor shall ensure that all construction vehicles are maintained in a good working order, regular inspections are conducted and such records are kept on site. A contractor shall ensure that construction vehicle(s) is/are operated by only certified competent and authorised persons. A contractor shall ensure that s/he complies with the safety measures stipulated in Construction Regulation 2014 and National Road Transport Regulations, 2000.

9.21 HIRED PLANT AND MACHINERY

A contractor shall ensure that any hired plant and/or machinery brought to site is inspected by a competent person before use and records confirming that it is safe for use are provided prior usage of such equipment. A contractor shall ensure that such plant or machinery complies with the requirements of the Occupational Health & Safety Act. A contractor shall ensure that hired operators receive induction prior commencement of work. A contractor shall ensure that hired operators have proof of competency. A Contractor shall provide information on procedures to be followed in the case of:

- (a) Malfunctioning of equipment; and
- (b) Discovery of a suspected defect in the equipment

9.22 ROAD WORK

A contractor shall ensure that work conducted on the public road all necessary caution signage, cones, flag man etc are provided as stipulated in the Road Traffic Ordinance is adhered to. The caution signage to be conspicuously displayed to warn the drivers of any construction work ahead shall be provided at least at 75 m away from the cones; flag man; actual construction work etc.

9. GENERAL ADMINISTRATIVE HEALTH & SAFETY REQUIREMENTS

9.1 Intoxication A contractor shall ensure that no person is allowed on site that appears to be under the influence of intoxicating liquor or drugs. A contractor shall encourage his/her workforce to disclose the medication that poses a health and safety threat towards his/her fellow employees. No person shall be allowed to enter the site and work if the side effects of such medication constitute a threat to the health or safety of the person concerned or others at such workplace. No dangerous or firearms allowed on site.

9.2 First Aid and First Aid training A Contractor must ensure that there is a first aid box where there are more than 5 employees employed. Where there are more than 10 staff members then a trained first aider is required to be appointed in writing. A letter of appointment must be kept on file for reference made available to ACSA Safety. Duly designated First Aider(s) must have attended training at an accredited institution prior commencement of work and a proof of certificate be submitted to ACSA for reference. The Contractor must ensure that the first aid box(s) is/are controlled by qualified First Aider(s) and kept fully stocked with necessary first aid contents related to the hazards and risks identified. A first aid box(s) must be accessible and location of such box(s) is clearly displayed on site.

10. OCCUPATIONAL HEALTH MEDICAL SERVICES

A contractor shall ensure that when a hazard identification and risk assessment (HIRA) is conducted occupational health hazards are clearly identified and health & hygiene measures are clearly outlined to ensure compliance. A contractor shall ensure that where certificate of fitness is required it is provided to ACSA Safety prior commencement of work.

In case of medical and/or fire emergency contact ACSA Fire & Rescue Services:

11. INTERNAL/EXTERNAL AUDITS

A contractor shall conduct monthly safety, health and environment audits and such records shall be kept on site. A contractor shall ensure that corrective measures are taken to ensure compliance.

ACSA shall conduct regular audits and defects noted shall be reported to the relevant contractor for remedial action. Inspections shall be conducted by ACSA and non-conformances noted shall be recorded and provided to the relevant contractor for remedial action. ACSA shall stop any contractor from executing any work which is not in accordance with the health and safety plan. A contractor shall ensure that all necessary documents stipulated in this document are kept on the health and safety file and made available when requested.

12. PENALTIES

Penalties shall be imposed by ACSA on Contractors who are found to be infringing these specifications, legislation and safety plans. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall determine how to recover the fine from the relevant employee and/or sub-contractor. The Contractor shall also take the necessary steps (e.g. training) to prevent a recurrence of the infringement and shall advise ACSA accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings the Council, authorities and land owners.

Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by the ACSA SHE Representative, and will be final. In addition to the penalties, the Contractor shall be required to make good any damage caused as a result of the infringement at his/her own expense.

The preliminary list below outlines typical infringements against which ACSA may raise penalties; however this list must not be construed as final:

- Failure to keep a copy of OHSACT on site.
- Failure to maintain an up-to-date letter of good standing with the Compensation Commissioner / FEM.
- Working on site without attending Safety Induction Training.
- Failure to conduct Safety Induction for personnel and visitors on site.
- Failure to issue and wear Personal Protective Clothing and Equipment.
- Failure to fully stock first aid box in accordance to the risks identified.
- Failure to disclose or report first aid cases and /or minor/major/fatalities as prescribed by the OHSACT.
- Failure to adhere to written safe work procedure as stipulated in the Hazard Identification and Risk Assessment and safety plan.
- Failure to maintain records and registers as per the OHS Act of 1993 and its regulations.
- Failure to conduct audits and inspections as required by legislation.
- Keeping un-serviced fire equipment on site.
- Failure to make use of ablution facilities.
- Failure to remove personnel on site who appears to be under the influence of intoxicating liquor or drugs.
- Failure to close out previously raised non-conformances.
- Failure to make and update legislative appointments.
- Failure to adhere to the OHS Act of 1993 and its regulations.

I, _____ (name & surname) of
_____ (company) agree to the above conditions and
acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors
fail to comply with these conditions.

Signed: _____

On this date: _____ (dd/mm/yyyy)

At: _____ (airport name)

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ANNEXURE B: ENVIRONMENTAL REQUIREMENTS
Environmental Terms and Condition
ACSA SERVICE & MAINTENANCE CONTRACTORS
ENVIRONMENTAL TERMS AND CONDITIONS TO COMMENCE WORK - EMS 048

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for ACSA. ACSA shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

ISSUE	REQUIREMENT
Environmental Policy	ACSA's Environmental Policy shall be communicated, comprehended and implemented by all ACSA appointed contractor staff.
Storm water, Soil and Groundwater Pollution	- No solid or liquid material may be permitted to contaminate or potentially contaminate storm water, soil or groundwater resources. - Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to ACSA immediately. Contractors shall supply their own suitable clean-up materials where required. - Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on ACSA property. It is the contractor's responsibility to determine the location of these areas. - No leaking equipment or vehicles shall be permitted on the airport.
Air Pollution	- Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum. - Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities. - Fires: No open fires shall be permitted on site.
Noise Pollution	- All reasonable measures shall be taken to minimize noise generated on site due to work operations. - The Contractor shall comply with the applicable regulations regarding noise.
Waste Management	- Waste shall be separated as general or hazardous waste. - General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible. - Under no circumstances shall solid or liquid waste be dumped, buried or burnt. - Contractors shall maintain a tidy, litter free environment always in their work area. - Contractors must keep on file: - The name of the contracting waste company - Waste disposal site used - Monthly reports on quantities – separated into general, hazardous and recycled - Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal - Copy of waste permit for disposal site This information must be available during audits and inspections.
Handling & Storage of Hazardous Chemical	- All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets. - Materials Safety Data Sheets shall be stored with all HCS.



Substances (HCS)	- All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately). - All contractors shall be adequately informed with regards to the handling and storage of hazardous substances. - Contractors shall comply with all relevant national, regional and local legislation regarding the transport, storage, use and disposal of hazardous substances.
Water and Energy Consumption	ACSA promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage.
Training & Awareness	The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.

Penalties

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Penalties shall be imposed by ACSA on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise ACSA accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by ACSA's Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused due to the infringement at his/her own expense.

I, of agree to the above conditions and acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: _____ on this date: _____ (dd/mm/yyyy)

at:


ANNEXURE C: SAFETY FILE REQUIREMENTS

The generic safety requirements are detailed below – which must be completed in full referencing this project scope of work and services. The safety file must be submitted within 7 days from award to be reviewed by the ACSA OHS department. Upon approval of the safety file the OHS department will issue a “Works Permit” prior to the start of any physical work on-site.

ACSA SHE FILE REVIEW FORM

Contractor/Stakeholder Name:		Contract Number	
Project Manager:		Airport:	
Area where work is to be performed:			
Scope of Work			

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Mandatory OHS appointments		
	Section 16(1), 16(2) & 8(2)		
	SHE Representative		
	First Aider(s) (Must have formal competency)		
	Fire Marshall		
	Supervisors		
	Lifting supervisor		
	Construction 5(k)		
	CR 8(1) Construction work Manager (Must have formal competency)		
	CR 8(2) Assistant Construction work Manager		
	CR 8(5) Construction H&S Officer (Must have formal competency)		
	CR 8(7) Construction work Supervisor		
	CR 8(8) Assistant Supervisor (Must have formal competency)		
	Fall protection planner (Must have formal competency)		
	CR 13(1)(a) Excavation Supervisor (Must have formal competency)		
	Risk Assessor (Must have formal competency)		
	Incident Investigator		
	CR 16(1) /SANS 085 Scaffolding Inspector (Must have formal competency)		
	CR 18(1) Rope Access Supervisor (Must have formal competency)		
	CR 24 & EMR 9 Electrical Tool Inspector		
	CR 29(H) Fire Fighting Equipment Supervisor (Must have formal competency)		
	CR 23 Construction Vehicles & Mobile Plant Operator		
	GSR 13 Ladder Inspect		
	Portable (Hand) Tool inspector		



	CR 28(a) Stacking and Storage Supervisor (Must have formal competency)		
	HCS Supervisor (HCS Regulations)		
	OHS 19 SHE Committee Members (If more than 2 SHE Reps on site)		
	Covid-19 compliance officer		
2.	Scope of work		
3.	Covid-19 Policy		
4.	Risk assessments with covid-19 risks		
5.	Equipment and tools list		
6.	Safe working procedures including covid-19 response procedure		
7.	Procedure for employees refusing to work due to covid-19		
8.	Toolbox talks		
9.	Induction records of employees on covid-19		
10.	Reporting of OHS Surveillance Data to DoH		
11.	Vulnerable employees declaration process		
12.	Daily screening process for employees and visitors		
13.	MoU or contract for secondary screening of symptomatic persons at work		
14.	PPE issue records for employees (inclusive of cloth masks)		
15.	ACSA Safety, Health and Environmental Induction		
16.	Signed Section 37(2) Agreement (ACSA & Principal Contractor/Principal contractor & Sub contractor is sub-contracting)		
17.	Valid Letter of Good Standing		
18.	Method Statement		
19.	Project Specific SHE Plan		
20.	Fall protection and rescue plan where applicable		
21.	Lifting plan where applicable		
22.	Valid Medicals fitness certificates as per Annexure 3 of the CR 2014 regulations		
23.	ID copies of the employees on-site		
24.	Pre-populated WCL2 form		
25.	Emergency Plan and Contact details for emergencies		
26.	Proof of competencies		
27.	Notification of construction work or Construction Permit if applicable.		
28.	Signed Environmental Terms and Conditions to Commence Work – EMS 048 attached		
29.	Approved Airside Safety Plan		
30.	Register of sub-contractors and activities to be undertaken		



31.	Select relevant high-risk activity to be performed • Work at Heights • Hot Work • Work on Electricity • Work in Confined Space • Excavation • Work on machinery • Other		
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MANDATORY REQUIREMENTS FOR STAKEHOLDER CONTRACTOR SHE FILE REVIEW(ONLY COMPLETE THISE SECTION IF IT IS A STAKEHOLDER'S CONTRACTOR SHE FILE FOR VETTING BY ACSA

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Valid Letter of Good Standing		
2.	Signed Section 37(2) Agreement between Client & Principle Contractor		
3.	Signed Section 37(2) Agreement for Sub Contractor where one is used		
4.	Signed CR 5(k) Appointment letter from Client to Principle Contractor		
5.	Risk Assessment for the project		
6.	Signed ACSA EMS 048 Environmental Terms & Conditions (Please find attached)		
7.	OHS appointment letters (with proof of competencies where required) that is relevant to the work that will be performed in the project.		
8.	Client OHS Specification (Stakeholder to provide its own specification)		
9.	Method Statement		
10.	Medical fitness certificates of contractor employees as required by the Construction Regulations		
11.	Notification of construction work or Construction Permit (where required)		
12.	Emergency Response procedure & Contact details.		
13.	Valid Letter of Good Standing		
14.	Signed Section 37(2) Agreement between Client & Principle Contractor		
15.	Signed Section 37(2) Agreement for Sub Contractor where one is used		
16.	Signed CR 5(k) Appointment letter from Client to Principle Contractor		
17.	Risk Assessment for the project		
18.	Signed ACSA EMS 048 Environmental Terms & Conditions (Please find attached)		
19.	Daily screening process for employees and visitors		
20.	MoU or contract for secondary screening of symptomatic persons at work		

EMERGENCY WORKS SHE FILE REVIEW(ONLY COMPLETE THIS SECTION IF IT EMERGENCY WORK)

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Valid Letter of good standing		
2.	Section 37 (2) Mandatary Agreement (Attached-to be signed)		
3.	EMS 048 Environmental Terms & Conditions (Attached-to be signed)		
4.	ACSA OHS Specification (Attached-to be signed)		
5.	Activity based risk assessment		
6.	Emergency contact details		
7.	Valid Letter of good standing		
8.	Daily screening procedure for employees and visitors		
9.	MoU or contract for secondary screening of symptomatic persons at work		

Verification Status

SHE File Verified	Yes	No	Date	
General comments				
Details of SHE File reviewer				
Full name and Surname:			Signature:	
Designation:				
Acknowledgement by the Contract Manager				
Full name and Surname:			Signature:	
Designation:				
Acknowledgement by Contractor				
Full name and Surname:			Signature:	
Designation:				

NB*The contractor remains responsible and accountable for the contents and compliance of the safety file