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C3.1: EMPLOYER'S SERVICE INFORMATION

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1 Description of the service

1.1 Service maintenance requirement

The service maintenance on the Documentation Centre department should be conducted according to the OEMS recommendations which is covered as per service intervals. These intervals should include the Daily, Weekly and monthly of the operation. Maintenance activities should be conducted by the qualified Technician. The scope for the service maintenance includes the following equipment's that need to be serviced:

- Industrial Shredder
- Laminators
- Rotary Trimmers

The following are the service activities need to be conducted on the equipment's.

Table 1: Documentation centre equipment service plan

System	Sub-System	Activity	Quantity	Frequency
Industrial Shredding Maintenance tasks				
Industrial Shredding Main Drive	Motor	Motor inspection	1	1M
	Drive oil tank	Check oil level and replace	1	2W
	Drive oil tank	Inspect for oil leak	1	1W
Industrial Shredding Conveyor	Conveyor chain	Inspect the chain slack and measure the chain wear	1	1W
	Cutting knife	inspect the condition of the cutting blade such as wear and tear	1	1M
	Conveyor feeder	Check wear and tear on the conveyor feeder	1	2W
Industrial Shredding Structure	Dustbin bag trolley	Check the dustbin bag and empty it if is full	1	daily
	Inspection door	Inspect the inspection door for closing and opening functionality.	1	daily
Industrial Shedding cables	Power Cables Supply	Check if the connector correctly into the socket.	1	1M
Laminator maintenance tasks				
Laminator	Rollers	Inspect the rollers for excessive adhesive	1	1W
	Roller's bearings	Inspect the top and bottom rolls for misalignment and check the adhesive residue	1	1M
	Rollers	Inspect for wear	1	2W
	Film shaft	Inspect rollers and replace the old rolls	1	1M

System	Sub-System	Activity	Quantity	Frequency
	Reloading film	Check the heat shoe for adhesive residue.	1	1W
	Gears	Inspect gears for lubrication	1	1M
	Drive chain	inspection	1	1M
	Heat Sensor	Inspection and replace defective heat sensor	1	1w
	Film brake tension	Inspect film brake tension out of adjustment	1	daily
Rotary Trimmer maintenance Tasks				
Rotary Trimmer	Trimmer blade	Inspect for wear and tear	1	1M
	Clamping system	Inspect the bolt looseness and the wear.	1	2W
	Rotary Trimmer	Inspect and remove impurities like dust and material. residues from the moving parts	1	daily
	Film Trimmer	Inspection	1	1W
	Circuit Breaker	Inspection	1	1M

Table 2: Equipment's Description

Equipment	Description
Industrial Shredding	Model no: Kobra 430TS
Laminator	Model: OFO – 1120 Serial No :13050886
	Model: TOFO – 1120 Serial No: 14EC 001
Rotary Trimmer	Model No: 1200 - 36

Executive overview

Servicing and maintenance requirement

The service maintenance on the Documentation Centre equipment should be conducted according to the OEMS recommendations which is covered as per service intervals. These intervals should include the Daily, Weekly and monthly of the operation. Maintenance activities should be conducted by the qualified Technician. The scope for the service maintenance includes the following equipment's that need to be serviced:

- 1) Industrial Shredder
- 2) Laminators
- 3) Rotary Trimmers

The following are the service activities need to be conducted on the equipment's.

Table 3: Documentation centre equipment service plan

System	Sub-System	Activity	Quantity	Frequency
Industrial Shredding Maintenance tasks				
Industrial Shredding Main Drive	Motor	Motor inspection	1	1M
	Drive oil tank	Check oil level and replace	1	2W
	Drive oil tank	Inspect for oil leak	1	1W
Industrial Shredding Conveyor	Conveyor chain	Inspect the chain slack and measure the chain wear	1	1W
	Cutting knife	inspect the condition of the cutting blade such as wear and tear	1	1M
	Conveyor feeder	Check wear and tear on the conveyor feeder	1	2W
Industrial Shredding Structure	Dustbin bag trolley	Check the dustbin bag and empty it if is full	1	daily
	Inspection door	Inspect the inspection door for closing and opening functionality.	1	daily
Industrial Shedding cables	Power Cables Supply	Check if the connector correctly into the socket.	1	1M
Laminator maintenance tasks				
Laminator	Rollers	Inspect the rollers for excessive adhesive	1	1W
	Roller's bearings	Inspect the top and bottom rolls for misalignment and check the adhesive residue	1	1M
	Rollers	Inspect for wear	1	2W
	Film shaft	Inspect rollers and replace the old rolls	1	1M
	Reloading film	Check the heat shoe for adhesive residue.	1	1W
	Gears	Inspect gears for lubrication	1	1M

System	Sub-System	Activity	Quantity	Frequency
	Drive chain	inspection	1	1M
	Heat Sensor	Inspection and replace defective heat sensor	1	1w
	Film brake tension	Inspect film brake tension out of adjustment	1	daily
Rotary Trimmer maintenance Tasks				
Rotary Trimmer	Trimmer blade	Inspect for wear and tear	1	1M
	Clamping system	Inspect the bolt looseness and the wear.	1	2W
	Rotary Trimmer	Inspect and remove impurities like dust and material. residues from the moving parts	1	daily
	Film Trimmer	Inspection	1	1W
	Circuit Breaker	Inspection	1	1M

Table 4: Equipment's Description

Equipment	Description
Industrial Shredding	Model no: Kobra 430TS
Laminator	Model: OFO – 1120 Serial No :13050886
	Model: TOFO – 1120 Serial No: 14EC 001
Rotary Trimmer	Model No: 1200 - 36

1.2 Employer's requirements for the service

The Contractor to provide Materials, machinery, tools, labour, transportation, construction fuels, construction utilities, and administration and other services and items required to complete the scope of works.

1.3 Interpretation and terminology

Definition	Explanation
Contractor	Service provider contracted to provide a specific spares & documentation to Kusile Power Station. Referred to as the Supplier on this document
Employer	Kusile Power Station
Disclosure Classification	Controlled Disclosure to external parties (either enforced by law, or discretionary).

The following abbreviations are used in this Service Information:

Abbreviation	Explanation
SOW	Scope of Work
OEM	Original Equipment Manufacturer
ISO	International Organisation for Standardisation
QCP	Quality Control Plant

2 Management strategy and start up.

2.1 The Contractor's plan for the service

The Contractor supplies a project plan 5 days after receiving the task order. The Contractor supplies all other required documentations, required prior to the start of the works, within the period stipulated at the kick-off meeting.

2.2 Management meetings

Title and purpose	Approximate time & interval	Location	Attendance by:
Project Kick-off Meeting	3 days Contract Award	Kusile Power Station	Employer, Contractor and Others
SHEQ Requirements Clarification Meeting	3 days after Kick – off meeting	Kusile Power Station	Employer, Contractor and Others
Execution Progress Meeting	Weekly on Wednesday	Kusile Power Station	Employer, Contractor and Others
Overall contract progress and feedback	Weekly on Thursdays	Kusile Power Station	<i>Employer and Contractor</i>
Risk register and compensation events	Daily	Kusile Power Station	Employer, Contractor and Others
Other	as and when required		<i>Employer, Contractor and Others</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the service. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

2.3 Contractor's management, supervision and key people

Contractor to submit an Organogram for the company indicating all roles and responsibilities relevant to the implementation of the work stated in this document. The Contractor is required to make all appointments as per the technical, Quality and Health and Safety and Environmental requirements. The contractor shall provide all safety and compliance documentation which include but not limited to the following:

- SHEQ policy
- SHE Plan
- Environmental Plan
- Environmental Policy
- Risk Management Plan
- Baseline Risk assessment
- All accreditation and qualifications
- Technical and professional organizations affiliations.
- SHEQ appointments
- SHEQ accreditations

2.4 Provision of bonds and guarantees

N/A

2.5 Documentation control

The Contractor's scope of work includes but is not limited to providing the following documentation before Completion of the service maintenance:

2.5.1 Data Book

The Contractor's scope of work includes but is not limited to providing the following documentation:

- a. Service report after work has been completed.
- b. Generic reports on all other findings and corrective measures used.
- c. Completed QCP's including QCP's for sub-Contractors. (Approved by Eskom).

2.5.2 QCPS, Methods statements

QCP's, method statements and procedures are to be issued to the Employer for acceptance before any work commence. Inspection Test plans and QCPs are issued to the Employer to mark up with witness and hold points.

2.6 Invoicing and payment

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

The *Contractor* shall address the tax invoice to Eskom Holdings SOC Ltd and include on each invoice the following information:

- Name and address of the *Contractor* and the *Project Manager*;
- The contract number and title;

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

The invoice is to be submitted to **invoiceseskomlocal@eskom.co.za** once confirmed with the payment certificate.

Add procedures for invoice submission and payment (e. g. electronic payment instructions)

2.7 Contract change management

All changes to the Contract, such as Contractor management changes or Compensation events shall be communicated through standard NEC TSC 3 forms.

Contract change management will follow the normal compensation event process. Any change implemented by the Contractor without following the compensation event process will not be assessed for payment by the Project Manager

2.8 Records of Defined Cost to be kept by the Contractor

Not Applicable

2.9 Insurance provided by the Employer

Not Applicable

2.10 Training workshops and technology transfer

Not Applicable

2.11 Design and supply of Equipment

The contractor is not required to design or supply any of the equipment for the works. The equipment for and any consumables utilised in the Servicing and Maintenance of Document Centre must be supplied by the contractor

2.11.1 Equipment

As per the scope of work, Contractor to provide their own Equipment

2.11.2 Information and other things

The Contractor's scope of work includes but is not limited to providing the following documentation before Completion of the service maintenance:

Data Book

The Contractor's scope of work includes but is not limited to providing the following documentation:

- a. Service report after work has been completed.
- b. Generic reports on all other findings and corrective measures used.
- c. Completed QCP's including QCP's for sub-Contractors. (Approved by Eskom).

QCPS, Methods statements

QCP's, method statements and procedures are to be issued to the Employer for acceptance before any work commence. Inspection Test plans and QCPs are issued to the Employer to mark up with witness and hold points.

2.12 Management of work done by Task Order

A task order is to be issued by the Employer prior to the start of any works. The Contractor is to issue the programme for the task order as stipulated in the Contract Data.

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

A Safety, Health, Environment and Quality (SHEQ) specification is Kusile Power Station's minimum requirements detailing also constraints, which are required to be met for the specific contract and for the duration of the contract period by the Contractor.

The Contractor is expected to develop a SHEQ plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work.

Kusile Power Station in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

This SHEQ specification reflects minimum requirements and should not be construed as all encompassing. The Contractor shall comply with (SHEQ) requirements contained in Annexure A of this Works Information.

The *Contractor* shall comply with the health and safety requirements contained in Annexure **A** to this Works Information.

3.2 Environmental constraints and management

A Safety, Health, Environment and Quality (SHEQ) specification is Kusile Power Station's minimum requirements detailing also constraints, which are required to be met for the specific contract and for the duration of the contract period by the Contractor.

The Contractor is expected to develop a SHEQ plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work.

Kusile Power Station in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

This SHEQ specification reflects minimum requirements and should not be construed as all encompassing. The Contractor shall comply with (SHEQ) requirements contained in Annexure A of this Works Information

The *Contractor* shall comply with the environmental criteria and constraints stated in Annexure **A**

3.3 Quality assurance requirements

The quality requirements are as per ISO 9001 and Employer Quality Requirements as specified in the SHEQ specification in Annexure A.

This quality management philosophy is developed from the basis that suppliers produce quality products, supervisor oversees the process, checks quality but liability for quality remains with the Contractor. The Contractor submits a QMS as a returnable schedule and uses it for all phases of the Project. The QMS complies with the requirements of ISO 9001:2008 standard. The Contractor provides evidence of a fully implemented QMS as and when requested by the Project manager. The Project Manager may at his sole discretion carry out an audit on the Contractor, the Contractor's suppliers and Sub-Contractors

Quality control plans will be produced by the Contractor or manufacturer which will indicate the level of product quality control to be applied. The CQP must be aligned to, and reference ISO 10006 QMS, guidelines for quality plans and in compliance with the guideline in 240-105658000. The CQP will make reference to the Contractor's QMS Procedures to be used in this Contract. This plan will be reviewed by the Project Manager. The project team monitors that these plans are being implemented and that it is yielding the expected results through process and product verifications.

The Contractor shall comply with (SHEQ) requirements contained in Annexure A of this Works Information.

4 Procurement

4.1 People

4.1.1 Minimum requirements of people employed

- All staff required to perform the activities within the works information
- All relevant personnel names and titles must be specified to the Service Manager
- All Contractors personnel specified in this contract as per 2.3 to be on site at all times
- All new staff to be appointed in writing.
- Contract Staff are not allowed to work on any other contract.
- All new staff to do induction training
- All replacements of staff will be in the same discipline (like an artisan with an artisan with proof of qualifications)
- All new staff to be approved by Service Manager before entering the site or commencing work
- All new staff must hand in all qualifications and relevant documentation to the Service Manager
- When changing personnel a new access to work form to be completed by the Contractor
- Only required specified approved amount of personnel to be allowed on site, pre-arrange with Service Manager

4.1.2 BBBEE and preferencing scheme

The Contractor shall ensure that it maintains the B-BBEE's Level of Contribution with which it was awarded a Contract. Should the Contractor, for any reason, including a change in Legislation, loose its status then it will be given 90 days to comply.

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

Transport and PPE for General Workers to be given to a local supplier to render the service.

4.2 Subcontracting

4.2.1 Preferred subcontractors

Not Applicable

4.2.2 Subcontract documentation, and assessment of subcontract tenders

Not Applicable

4.2.3 Limitations on subcontracting

Not Applicable

4.2.4 Attendance on subcontractors

Not Applicable

4.3 Plant and Materials

4.3.1 Specifications

Refer to Scope of Work Section 1.1

4.3.2 Correction of defects

If negligence is found to be the reason of the defective material, the contractor will be liable to source a new component.

4.3.3 Contractor's procurement of Plant and Materials

The contractor is required to procure material for usage within the works.

4.3.4 Tests and inspections before delivery

No tests and inspections will be required before delivery.

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

- Water
- Ablution Facilities
- Electricity

4.3.6 Cataloguing requirements by the *Contractor*

Not Applicable

Working on the Affected Property

4.4 *Employer’s* site entry and security control, permits, and site regulations

The Contractor is responsible for management and administration of his people to comply with all the Employer’s requirements for the duration of the contract.

Normal working hours: 07h00 to 16h30 (Monday to Thursday)
07h00 to 12h00 Fridays

The Contractor keeps records of his people working on the Affected Property
Time sheets to be controlled weekly and signed of by the Employer Supervisor.
No valuable assets of the Contractor to be left onsite without security approval.

The Contractor is to inform the Service Manager of the request for access to Site prior to the date of reporting to Site.

The Contractor to report to the Kusile Power Station Security gate on arrival, to comply with all security requirements.

- Lifesaving rules to be adhered at all times
- All personnel must attend induction before working on site and must obtain gate permits via the Project Manager.
- Contractor to comply to the Eskom values and rules, e.g No taking Pictures without approval, no walking and texting
- Access is limited and controlled by Plant Safety Regulations requirements.
- No employee will be allowed to access the plant or to work without access permit issued.
- All personnel to work on the plant must be registered on the Worker’s Register by the Responsible Person.
- Each personnel to have an Identification card at all times
- Unauthorized access to site is prohibited. The personnel are expected to be at their working site area at all times.
- No recruitment on site or at the main access gates or any Premises of the Employer is allowed.
- All activities to comply with the OSHACT and Regulations
- All activities on plant must be preceded by a plant risk assessment – Risk assessment as per the standard of the Employer, to be current at all times (Live Document)
- All work to be done according to the construction regulations at all times

4.5 People restrictions, hours of work, conduct and records

The Contractor shall keep record of his people working on site. The Service Manager shall have access to them at any time. These records may be needed when assessing compensation events.

4.6 Health and safety facilities on the Affected Property

Refer to section 3.1

4.7 Environmental controls, fauna & flora

Refer to section in 3.2

4.8 Cooperating with and obtaining acceptance of Others

Not Applicable

4.9 Records of Contractor's Equipment

Contractor to keep records of Equipment on Site including whether it is owned or hired in the Safety file.

4.10 Equipment provided by the Employer

No anticipation of equipment from the Employer is to be made available to the Contractor.

4.11 Site services and facilities

4.11.1 Provided by the Employer

The Employer will provide the Contractor with the following services whilst doing work on the Affected Property:

1. Water
2. Electricity
3. Ablution Facilities
4. Fire Protection equipment
5. Waste disposal Facilities
6. Other facilities e.g., Canteens for personal accounts are available on site.
7. The Employer shall provide a Contractor's employee with internet access for communication purposes.
8. Contractor shall provide everything else necessary for providing the Works.

4.11.2 Provided by the Contractor

The Contractor is to provide for himself the following:

1. Vehicles
2. Site Establishment containers
3. Personal Protective Equipment (branded with the Contractor's name) as per safe work requirements.
4. Contractor shall provide everything else necessary for providing the works.

4.12 Control of noise, dust, water and waste

- All necessary and relevant PPE must be used at all time when entering or working on plant
- Risk assessments must be completed before commencing with any task to be current at all times (Live Document)
- All relevant procedures to be used at all times

4.13 Hook ups to existing works

Not Applicable

4.14 Tests and inspections

4.14.1 Description of tests and inspections

Not Applicable

4.14.2 Materials facilities and samples for tests and inspections

Not Applicable

5 List of drawings

5.1 Drawings issued by the Employer

This is the list of drawings issued by the Employer at or before the Contract Date and which apply to this contract.

Not Applicable