


ANNEXURE N - TAMPER EVIDENT SEAL MANAGEMENT PROCEDURE

	Procedure	PED: Logistics
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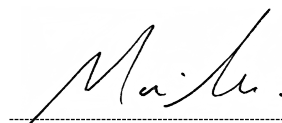
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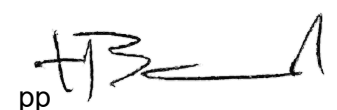
Compiled by

N.P. Makazi

Functional Responsibility



Authorised by



pp

Neziswa Makazi

Road Manager

Primary Energy Logistics

Mario Neves

Chief Engineer

Primary Energy Logistics

Andre van Heerden

Senior Manager (Acting)

Primary Energy Logistics

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Date: 14/01/2022

Date: 17/01/2022

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1. INTRODUCTION

Approximately 48 million tonnes of coal and limestone per annum is transported on road to Eskom power stations and associated rail sidings. The vehicles utilized conform to the Road Freight Association Type 18, interlinked side-tippers, or Performance Based Standard (PBS) trucks and the load bins are required to be covered by tarpaulins when loaded. Serialised tamper evident seals are installed on the tarpaulin securing mechanisms after loading to indicate tampering with the load while in transit. Trucks follow designated routes from sources to destinations after which tamper evident seals are verified prior to removal of tarpaulins, weighing and offloading.

2. SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

The purpose of this procedure is to ensure that the installation, verification, and removal of tamper evident seals is performed consistently, and that the integrity of cargo is maintained across the coal and limestone transport operations.

2.1.2 Applicability

This document shall apply to all loading, transportation and offloading of Eskom coal.

2.1.3 Effective Date

This document shall be effective on date of authorisation.

2.2 Normative/Informative References

- ISO 14001 Environmental Management System Standard
- ISO 9001 Quality Management Systems
- ISO 45001 Occupational Health and Safety Systems
- Occupational Health and Safety Act 85 of 1993
- Occupational Health and Safety Incident Management Procedure (32-95)
- Eskom SHEQ Policy (32-727)
- Eskom Life Saving Rules

2.3 Definitions

Definition	Explanation
Colliery	Any of the mines or coal and limestone suppliers that Eskom contracts with for the supply of coal or limestone to any of its Power Stations. See also "Designated Loading Point".
Contract Fleet	The fleet of Trucks registered with the employer to transport coal and limestone.

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Definition	Explanation
Designated Loading Point	Any of the Collieries, to be communicated by the Employer to the Contractor and as may be altered by the Employer from time to time, as determined by, amongst other factors, the availability of coal or limestone, coal quality, weather conditions, road conditions and operational requirements.
Designated Offloading Point	The stockyard at the power station, Rail Siding or any other stockyard designated by the Employer, which the Employer may alter from time to time.
Driver	Eskom registered and approved Truck operators in the employ of the coal or limestone Transporters. Drivers carries the same meaning.
DPU	The Incoterm "Delivered at Place Unloaded" (DPU) (formerly referred to as DAT for "Delivered at Terminal") requires the seller to deliver the goods at the disposal of the buyer after they've been unloaded from the arriving means of transport.
Employee	Means any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Site Supervisor	A person appointed by the Logistics Service Provider to supervise and oversee the entire logistics operation at the designated offloading point, this includes management of the sealing process, traffic management, reporting, liaising, and addressing matters with internal departments within the offloading point.
Hazard	Means a source of or exposure to danger;
Healthy	Means free from illness or injury attributable to occupational causes;
Incoterm	The standard trade definitions used in sales contracts published by the International Chamber of Commerce as the year 2000, as amended or replaced from time to time.
Lock-out	Means to physically neutralise all energies on a piece of equipment before beginning to work, do any maintenance and/or repair work. Lockouts generally involves stopping all energy flows (for example. By turning off switches and removing key from ignition).
Power Station	One of the premises at which the Designated Offloading Point may be located where Eskom may direct the others to transport coal or limestone to from time to time in writing.
Rail Siding	Designated Offloading Point where coal or limestone is loaded onto trains by others for further transport to Eskom Power Stations.
Safe	Means free from any hazard
Seal Record Book	Means a registered and uniquely identified document with a company logo and a space for the date, time, site name and shift.
Site	Means a designated area where the loading, offloading and handling of seals on coal trucks is undertaken by an authorized employee(s)
Tamper Evident Seal	A tamper-evident seal is a sealing device designed to reveal if the opening of a container has been interfered with. A tamper-evident seal will indicate that a seal or closure has been interfered with or removed.

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Definition	Explanation
Tarping	The action of opening or closing truck tarpaulins at the Designated Loading Points and Designated Offloading Points.
Transporter	The party contracted by either the Employer or the Colliery, to transport coal or limestone.
Truck	Those trucks owned by Transporters and registered on Eskom's database as part of the Contract Fleet.
Waybill	Official shipping document that travels with a shipment; identifies its consignor, consignee, origin and destination, describes the goods, and shows their weight and freight.
Work	Means work as an employee or as a self-employed person, and for such purpose an employee is deemed to be at work during the time that he is in the course of his employment, and self-employed person is deemed to be at work during such time as he devotes to work as a self-employed person.

2.4 Abbreviations

Abbreviation	Explanation
H&S Rep	Health and safety representative
PPE	Personal Protective Equipment
OHS	Occupational Health and Safety Act
SMAT	Safety Management Audit Technique

2.5 Specifications

2.5.1 Tamper evident seals

The following minimum product specification applies to tamper evident seals used for the road transportation of Eskom coal and limestone.

- Material: Metal or plastic
- Minimum Length: 230mm
- Minimum breaking strength: 25 kg
- Labelling: Minimum 5 digit sequential serial numbering with mine or colliery logo or identifying mark.

2.5.2 Seal recording

Tamper evident seal serial numbers must be recorded upon installation at the loading point and removal at the offloading point, along with the following corresponding details:

- Colliery name
- Transporter name
- Truck registration
- Trailer no.1 registration
- Trailer no.2 registration
- Date of installation or removal
- Time of installation or removal

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Records of installed tamper evident seals must be maintained for a period of 12 months after installation by the contracted colliery.

Records of removed tamper evident seals must be maintained for a period of 12 months after removal by PED.

2.6 Roles and Responsibilities

2.6.1 Eskom PED

- Ensure that this procedure is Implemented and monitored.
- Ensure that this procedure is distributed to all stakeholders.
- Periodically review the procedure
- Ensure that compliance to the procedure is regularly audited.
- Ensure that seal record books are approved and securely archived for the required time period.

2.6.2 Site Supervisor

- Ensure that he/she fully understands the procedure.
- Ensure Job Specific hazard identification risk assessments are performed prior the start of a new shift and when conditions change.
- Manage the verification, recording and storage of tamper evident seals.
- Ensure operations proceed according to the procedure.
- Identify and immediately report discrepancies or irregularities to Eskom PED and the power station Coal Manager.
- Submit weekly used tamper evident seal reports to PED.

2.6.3 Contracted colliery

- Ensure full understanding and compliance to the procedure.
- Ensure that mine employees fully understand the procedure.
- Ensure that the procedure is implemented and monitored at the loading point.
- Ensure that compliance to the procedure is regularly audited.
- Procure and issue tamper evident seals in such a way that the purpose of the procedure and security of the installation process is maintained.
- Ensure that all trucks carrying Eskom coal or limestone are fitted with the required tamper evident seals prior to departure.
- Ensure that all trucks delivering to Eskom arrive with intact seals corresponding to the mine waybill.
- Submit weekly used tamper evident seal reports to PED.

Ensure that seal record books are approved and securely archived for the required time period.

2.6.4 Transporters

- Ensure full understanding and compliance to the procedure.
- Ensure that tamper evident seals have been properly installed on the truck before exiting the mine.

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- Ensure tamper evident seal information is recorded along with other waybill details.
- Ensure tarpaulins are not tampered with or opened before tamper evident seals have been verified and removed by an authorised Eskom representative.

2.6.5 Eskom power stations

- Ensure full understanding and compliance to the procedure.
- Capture tamper evident seal serial numbers along with other truck and waybill details on the weighbridge data system.
- Immediately notify Eskom PED in the event of a tamper evident seal discrepancy or irregularity.

2.7 Process for Monitoring

This procedure will be monitored via periodic audits and Job/SMAT Observations. Refresher training to be conducted during toolbox talk when required.

3. PROCESS/ACTIVITIES

3.1 General

- Compulsory PPE must be worn when carrying out this procedure.
- Climbing on to or into the truck load bin is prohibited.
- No person under the influence of alcohol to report for duty.
- All persons must be medically fit and in possession of a certificate of medical fitness.
- All persons to hold a valid SHEQ Induction prior to entering the site.
- No employee is allowed to climb onto the truck's catwalk or any other structure, other than for the purpose of closing / opening tarpaulin covers of the truck.

3.2 Lock-Out System.

- All trucks to proceed to the designated staging area after loading or on arrival to offload.
- Employee(s) to stay 5 metres away from the truck while the truck engine is running at the closing/opening area.
- Wait for the driver to switch off engine of the truck and to engage park brakes.
- The Driver must exit the truck cab wearing full PPE and install stop blocks on the left front and rear wheels of the horse.
- Once the truck has been isolated, the supervisor can approach the truck.
- The supervisor inspects the truck for any hazards.
- Upon completion of the activity, the supervisor advises the driver to uninstall the stop blocks, enter the truck and do a final observation on his left- and right-hand side.
- Once confirmed safe to do so, the Driver proceeds to start the engine and move off.

3.3 Opening Tarpaulins at Designated Offloading Points

- Confirm that tamper evident seals are present and intact on the tarpaulin ratchet buckles of both trailers.

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- Confirm the serial number of the tamper evident seals match those recorded on the weighbridge slip.
- If any of the tamper evident seals are not present, were tampered with, or do not match the numbers recorded on the weighbridge slips, immediately do the following:
 - Stop any further operation on the truck.
 - Inform the driver to park the truck in a safe area.
 - Alert PED Logistics as well as the power station Coal Manager for further investigation.
- If the tamper evident seal is present, intact and matches the serial numbers recorded on the weighbridge slip, then record the tamper evident seal number and corresponding trailer registration number in the appropriate seal record book.
- Remove the tamper evident seal.
- Instruct the truck driver to proceed with the opening the truck tarpaulin.
- When truck processing is on hold due to rain, tarpaulin removal is prohibited. Only when rain subsides, and the processing of trucks resume at the weighbridge tarpaulin removal will be done together with the removal of tamper evident seals.

3.4 Related/Supporting Documents

- Job and SMAT Observations.
- Environment Management Procedure
- CQMP (Coal Quality Management Procedure)

4. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Andre Van Heerden	Senior Manager: Logistics

5. REVISIONS

Date	Rev.	Compiler	Remarks
January 2022	1	Neziswa Makazi	Updated procedure for seal management

6. DEVELOPMENT TEAM

The following people were involved in the development of this document:

- Andile Khumalo
- Mario Neves

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- Neziswa Makazi
- Benny Makgato

7. ACKNOWLEDGEMENTS

None

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