

# EMPLOYER'S SERVICE INFORMATION

## 1. Description of the *service*

### 1.1 Executive overview

The objective of this contract is for the *Contractor* to provide a 24hour standby service for conveyor belt splicing, splice repair and installation of pulley lagging, as and when required by the *Client*, at Arnot Power Station. The conveyors on-site are divided into coal stockyard, staithes (over and under), and terrace and bunker conveyors.

The *Client's* conveyor systems are regarded as level 1 plant (of highest importance) and therefore, critical to allow normal operations for electricity generation to continue uninterrupted. For this reason the *Contractor* is required to have an effective quality management system in place which is ISO 9001 approved. Furthermore all activities are to be done as per the level of quality management stipulated therein and also according to the Eskom standards 4.2.1 Specifications

The *Contractor* provides a qualified and competent team with all the necessary equipment (including tools and spares) to do conveyor splicing, splice repair, pulley lagging and re-lagging. The *Contractor* is competent and able to do splicing of belts up to and including 1200mm wide. The *Contractor's* team/s is always led by an experienced and competent splice supervisor. Call-outs by Arnot Coal Plant Maintenance (Outside plant & ERI Roshccoal) is done telephonically and the Contractor is expected to report to site within 3 hours for emergency work, otherwise at the time given by the Client for al pre-planned work.

### 1.2 *Employer's* requirements for the *service*

#### 1.2.1 Belt splicing, belt repairs & repairs and pulley lagging

*Supplier* must ensure that all belt splicing, belt repairs, belt inspections, scrapper repairs and pulley lagging are performed according to the philosophies and recommendations of the original equipment manufacturers and/or the *Employer*. The *supplier* must ensure compliance to the *Employer's* standards, policies and procedures at all times.

The *supplier* provides equipment, tools, special tools and consumables for the effective execution of the *Service*.

The *supplier provides* all necessary resources to provide the *Service*.

The *supplier* to take reasonable care at all times to protect the Coal Plant Systems and all items on site, belonging to the *Employer* from damage while providing the *Service*.

The *supplier* must comply and adhere to Arnot Power Station's maintenance strategies, philosophies, policies and other related maintenance documents.

#### 1.2.2 Breakdowns

This refers to emergency breakdowns requiring immediate action to be taken. It is a corrective maintenance (retro-active strategy) whereby action is only taken when a system or component failure has occurred. The *supplier* will be responsible for arranging all the resources (this include but is not limited to manpower, ovens, tools and consumables) required attending to breakdowns. The *supplier* shall provide a 24-hour per day, 7-day per week stand-by service for emergencies/breakdowns/defects of conveyor belt after the *supplier* regular working hours and the *supplier* must be on site within 180 minutes of a call out as and when required.

If the *supplier* does not have a team available at the time of a breakdown he will be responsible to arrange for a sub-contractor(as well as arrange Safety induction with SRM of Arnot Power Station) to do the work under the same conditions and pricing structure as agreed upon under this contract, unless otherwise agreed with the *Employer*.

In addition to the repair of the breakdown, the *supplier* will also conduct a thorough inspection in order to determine the root cause of the failure. Where necessary, the *supplier* will recommend corrective actions to the *Employer*.

The *supplier* must provide warranties and or guarantees for all the splices, repairs and pulley lagging done on all conveyor belt systems.(Take note All splices done shall be marked and put date on them). If using a knife to carve out the date and other details of the splice – The *Contractor* ensures that the fabric of the belt is not damaged by any means due to marking of the splice on the bottom cover of the belt

The *supplier* will be responsible for the cleaning of the surfaces and surrounding areas on each of the areas where work has to be performed. On completion, all oil, rubble and grease spillages will be properly cleaned and other materials will be removed and disposed of by the *supplier* in accordance with the *Employer's* policies and procedures. In case where the services of a subcontractor have been obtained by the *supplier*, the *supplier* shall also be responsible for the cleaning of the work area.

### **1.2.3 Conveyor belts at Arnot Power Station**

#### **1.2.3.1 Auxiliary Maintenance Conveyor Belts: 26 Belts**

**1050mm wide 800 4-ply 4mm top cover x 2mm bottom cover belt: (26 Belts)**

- 8A/B/C/D/E/F (6-off)
- 13A/B/C/D (4-off)
- 9A/B/C (3-off)
- 14A/B/C (3-off)
- 19BC (2-off)
- 10A/B (2-off)
- 11A/B (2-off)

- 15A/B (2-off)
- 16A/B (2-off)

#### **1.2.3.2 Coal Stockyard Conveyor Belts: 28 Belts**

##### **1200mm wide 630 3-ply 4mm top cover x 2mm bottom cover belt: (18 Belts)**

- 2A/B (2-off)
- 3A/B (2-off)
- 4A/B (2-off)
- 5A/B (2-off)
- 6A/B (2-off)
- 7A/B (2-off)
- 12A/B (2-off)
- 21C (1-off)
- 17 (1-off)
- 18 (1-off)
- Reclaim 2 (1-off)

##### **1050mm wide 800 4-ply 4mm top cover x 2mm bottom cover belt: (8 Belts)**

- 20 (1-off)
- 21A/B (2-off)
- 4C (1-off)
- Reclaim 19 (1-off)
- Stack-out (1-off)
- SR1A (1-off)
- SR1B (1-off)

##### **900mm wide 800 4-ply 4mm top cover x 2mm bottom cover belt: (2 Belts)**

- SR2A (1-off)
- SR3A (1-off)

#### **1.2.4 Inspection of fabric plies conveyor belting**

The condition of the belting is monitored through basic visual inspection and a report is submitted monthly by the *Contractor*.

## 2. Management strategy and start up.

### 2.1 The *Contractor's* plan for the service

The *Contractor* supplies the *Employer* with their *Contractor's* plan. The *Contractor* must submit the *Contractor's* plan at the inception of this contract. The *Contractor's* plan must include but is not limited to the following:

- Quality management system implementation programme.
- A Quality Control Plan (QCP) for each Task Order with hold, witness and verification points for The *Employer* to check and monitor progress. Number of splices present on each of the 54 Conveyor belts and their condition, as well as pulley lagging condition.
- Safety plan including implementation programme.
- Staff Qualifications and experience and/or time frame for appointment of staff.
- A programme and resource schedule for the service and for each Task Order. Bar charts or Other reporting formats, as may be required by the *Employer*, are provided for all Task Orders

Indicating start, inspection and completion dates, resources and costs. **For every job done on site in the plant, it will start with Employer's SAP NOTIFICATION number, PM WORK ORDER number creation then Contractor JOB CARD number and to be SIGN ON IT, The Contractor shall enter PM WORK ORDER or NOTIFICATION number on his JOB CARD. PM WORK ORDER, the second operation will be created for the SERVICE PROVIDER to enter his history of what he has done. Both PM WORK ORDER and JOB CARD shall be signed by both parties after the job has been completed.**

- Names of the possible /potential candidates/employees.
- Any staff replacement should be accepted by the *Employer* and the replacement must meet the Conditions stipulated above. The Contractor or Service Provider must have a list of all of his/her employees used at Arnot Power Station and make sure have undergone Safety Induction and kept current.

Programmed maintenance will be carried out during the *Contractor's* working hours and as required in terms of the 24 hour standby provision. In case of any major breakdowns and/or when required by the *Employer*, a repair plan of action must be submitted to the *Employer*. Repair work must commence no later than the time agreed between the *Employer* and the *Contractor* on his plan of action.

The following reports are required as supporting documentation to the program:

- Time analysis print-out
- Critical activities report
- Key event report

Planning and scheduling meetings will be held when necessary and the *Employer* will inform the *Contractor* of the format and time of these meetings.

The *Contractor* submits progress reports with copies of occurrence sheets attached. The occurrence sheet records all events, which may affect the compensation events. The *Contractor* may under no circumstances see or use, the submission of daily occurrence sheets and progress reports, as an Early Warning or Compensation Event notification, in terms of the Term Services Contract (TSC).

If the *Contractor's* available manpower is not sufficient to meet the *Contractor's* plan, the *Contractor* submits labour alert reports for performance of the work.

During the latter stages of completing the service and prior to delivering notice of Completion, the *Contractor* submits his plan for demobilisation to the *Service Manager* for acceptance.

The *Contractor* submits a procurement schedule for the procurement and receipt of Equipment and sub-contracts by the *Contractor* and a monthly status report of all such Equipment.

The *Contractor* commences with the work in accordance with the *Contractor's* plan, and completes the *service* not later than the Completion Dates indicated on the *Contractor's* plan.

If the *Contractor* fails to complete any part of the *service* according to the *Contractor's* plan or it becomes apparent to *Service Manager* that the *service* not to be completed according to the *Contractor's* plan and if such failure is due to the *Contractor* then the *Contractor* submits his plan of action to the *Service Manager* to deal with the delay and the *Contractor* reports on the success of his plan of action

## **2.2 Management meetings**

The *Contractor's* representative and *Employer's* representative will hold monthly contract management meetings where all safety, quality and other contract issues will be discussed, which should include the following as a minimum

- 1.2.1 Review the overall performance of the contract.
- 1.2.2 Formulate strategies to address loop holes should they be found.
- 1.2.3 Review contract statutory compliance.
- 1.2.4 The *Contractor* does not procure the services of *Contractors* / vendors / suppliers without the prior approval of the *Employer's Representative*. Furthermore the contract between the *Contractor* and the Sub-*Contractor* must be aligned with this contract.

Meetings of a specialist nature may be convened by either party and at times and locations to suit the Parties, the nature and the progress of the *Service*.

All meetings shall be recorded using minutes and an attendance register (which must be signed by all present) prepared and circulated by the person who convened the meeting. All these documents must be kept safe for the duration of the contract and thereafter stored in the *Employer's* documentation centre.

Regular meetings of a general nature may be convened and chaired by the *Service Manager*.

## **2.3 Documentation control**

The standard forms to be used by the *Contractor* in the administration of the contract, such as early warning and compensation event notifications are to be submitted to the *Employer* and shall be on the NEC document format which shall be made available to the *Contractor* by the *Employer*.

## **2.4 Invoicing and payment**

Within two working days of receiving a payment certificate from the *Employer* 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 *Employer's* payment certificate.

The *Contractor* shall address the tax invoice to:

**Finance Department (Accounts Payable Section)**

**Arnot Power Station**

**P/Bag X02**

**Rietkuil**

**1097**

and include on each invoice the following information:

- Name and address of the *Contractor* and the *Employer's* rep;
- 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;
- Breakdown of the labour, tools and or equipment used (i.e. hourly rate per person, etc)
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- Order number which will be provided by the Employer on a monthly basis

## **2.4 Services and other things provided by the Employer**

The *Employer* shall ensure that the plant is isolated and the permit is issued and accepted before the work commence.

## **2.5 Management of work done by Task Order**

- Work is to be done in accordance with the written Task Order issued by the *Employer*.
- All work done is valued in accordance with the Price List unless otherwise specified. Actual quantities will be determined where applicable based on the requirements of each Task Order. The *Contractor* provides all necessary information required by the *Employer* to determine the cost at the assessment date for monthly costs and for each Task Order.

## **3 Health and safety, the environment and quality assurance**

### **3.1 Health and safety risk management**

- Cost of *Contractor's* medical examination, safety induction are for the *Contractor's* account. All employees on the list must undergo medical examination periodically as required by the Employers Health and Safety risk management systems.

- The *Contractor* is responsible for procurement of Personal Protective Equipment (PPE) and equipment in accordance with the Occupational Health and Safety Act (OHSACT) and site specific requirements, including the use thereof as necessary.
- The *Contractor* to submit material safety data sheets (MSDS) on all hazardous chemical substances to be used on site at the inception of this contract. The *Contractor* will not be allowed to use any hazardous chemical substances on site without permission by the *Employer*. All the chemical substances used in the power station must be in line with Specification for Chemical Products and Material used in a Power Plant (GGSS1181)
- The *Contractor* must familiarise themselves with the waste management policies and procedures at the start of this contract.
- The *Contractor* to ensure that all work performed is according to applicable standards, including, Safety, Health and Environmental Specifications for Contractors which will be supplied by the *Employer*.
- The *Contractor* must submit a safety policy and maintains the safety system until the completion of the whole *works*. The safety policy will as a minimum, contain PPE information, written safe work procedures, job specific risk assessments, safety meetings, etc. This safety policy must comply to safe working procedures and it must be approved by the *Employer's Representative* prior to the commencement of any work.
- The *Contractor* will be subject to periodic audits by the *Employer* in order to ensure compliance with the policy. Any deviations will be corrected to the *Employer's* satisfaction.
- The *Employer's Representative* has the right to stop the *Contractor's* work activities which, in the opinion of the *Employer's Representative*, is unsafe. The *Contractor* may only continue with work activities when all safety deficiencies have been corrected to the *Employer's Representative's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.
- *Contractor* to conduct job observation to monitor work practices.  
The *Contractor* ensures safety awareness at all times through continuous training.
- The *Contractor* will be the *Employer* in terms of the Occupational Health and Safety Act (OHSA) 85 of 1993.
- All of the *Contractor's* staff complies with the Arnot Site health and safety requirements titled "*Contractors' Health and Safety Requirements*."
- In carrying out its obligations to the *Employer* in terms of this contract; in Providing the *works*; in using Plant, Materials and Equipment; and while at the Site for any reason, the *Contractor* complies and procures and ensure the compliance by its employees, agents, Subcontractors and mandataries with:
  - the provisions of the Occupational Health and Safety Act 85 of 1993 (as amended) and all regulations in force from time to time in terms of that Act ("the OHSA"); and
  - The health and safety plan prepared by the *Contractor* in accordance with the SHEQ Requirements.

(The OHSA and Eskom Regulations are collectively referred to as the "SHEQ Requirements".)

- The *Contractor*, at all times, consider itself to be the "*Employer*" for the purposes of the OHSA and shall not consider itself under the supervision or management of the *Employer* with regard to compliance with the SHEQ Requirements, the *Contractor* shall furthermore not consider itself to be a subordinate or under the supervision of the *Employer* in respect of these matters. The *Contractor*

shall at all times be responsible for the supervision of its employees, agents, Subcontractors and mandatories and shall take full responsibility and accountability for ensuring they are competent, aware of the SHEQ Requirements and execute the *works* in accordance with the SHEQ Requirements.

- The *Contractor* ensures that all statutory appointments and appointments required by any Eskom Regulations are made and that all appointees fully understand their responsibilities and are trained and competent to execute their duties. The *Contractor* supervises the execution of their duties by all such appointees.
- The *Employer*, or any person appointed by the *Employer*, may, at any stage during the currency of this contract:
  - conduct health and safety audits regarding all aspects of compliance with the SHEQ Requirements, at any off-site place of work, or the site establishment of the *Contractor*;
  - refuse any employee, Subcontractor or agent of the *Contractor* access to the premises if such person has been found to commit an unsafe act or any unsafe working practice or is found not to be qualified or authorised in terms of the SHEQ Requirements;
  - Issue the *Contractor* with a stop order should the *Employer* become aware of any unsafe working procedure or condition or any non-compliance with any provision of the SHEQ Requirements.
- The *Contractor* immediately reports any incident and/or disabling injury as well as any threat to health or safety of which it becomes aware of on the Site to the *Service Manager*.
- The *Contractor* appoints a person, qualified in accordance with the SHEQ Requirements, as the liaison with the Eskom Safety Officer for all matters related to health and safety, this person shall be contactable 24 hours a day.
- The *Contractor* confirms that provided with sufficient written information regarding the health and safety arrangements and procedures applicable to the *service* to ensure compliance by it and all employees, agents, Subcontractors or mandatories with the SHEQ Requirements while providing the *service* in terms of this contract. As such, the *Contractor* confirms that this contract and the relevant Eskom Regulations referred to in this contract constitute written arrangements and procedures between the *Contractor* and the *Employer* regarding health and safety for the purposes of section 37(2) of the OHSA.
- The *Contractor* agrees that the *Employer* is relieved of any and all of its responsibilities and liabilities in terms of Section 37(1) of OHSA in respect of any acts or omissions of the *Contractor*, and the *Contractor's* employees, agents or Subcontractors, to the extent permitted by the OHSA.

The *Contractor* hereby indemnifies the *Employer* and holds the *Employer* harmless in respect of any and all loss, costs, claims, demands, liabilities, damage, penalties or expense that may be made against the *Employer* and/or suffered or incurred by the *Employer* (as the case may be) as a result of, any failure of the *Contractor*, its employees, agents, Subcontractors and/or mandatories to comply with their obligations in terms of Section 37(1) of OHSA, and/or the failure of the *Employer* to procure the compliance by the *Contractor*, its employees, agents, Subcontractors and/or mandatories with their responsibilities and/or obligations in terms of or arising from the OHSA



### 3.2 Environmental constraints and management

- The *Contractor* will implement an Environmental Management System (EMS) and will maintain the EMS until the completion of the whole of the works. The EMS will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work on site.
- The *Contractor* will be subject to periodic audits by the *Employer* in order to ensure compliance with the EMS. Any deviations will be corrected to the *Employer's* satisfaction.
- Furthermore, the *Contractor* will be familiar with and comply with Arnot Power Station's environmental management policies and procedures. In particular, attention is drawn to Arnot Power Station's environmental non-conformance procedure, waste management procedure and spill clean-up procedure.
- The *Contractor* meets the following environmental requirements:
  - a) Storm water

The *Contractor* ensures that clean and polluted storm water is and remains separated. All drains are cleaned on a scheduled basis to ensure the drains working at all times
  - b) Contaminated soil

All contaminated soil outside the contained stock yard is removed and dumped at an approved and demarcated area.
  - c) Redundant Plant and Materials

Redundant Plant and Materials is removed from Site to the reclamation yard using the appropriate procedures. The *Employer's Representative* provides approval for all material to be removed from site to the reclamation yard.
  - d) General Control of Site Activities

The site is controlled in an environmentally responsible manner. Note the following: Noise and pollution levels for all construction equipment is monitored and managed. Equipment with oil leaks, excessive emission, or unacceptable noise levels are repaired or removed from site. Temporary services are maintained in a good and proper manner.
  - e) Plant and material wash-down facilities, wash down of plant and material can only be done in areas designated by the *Employer's Representative*.

### 3.3 Quality assurance requirements

- The *supplier* implements a quality system and maintains the quality system until the completion of the whole of the *Works*. The system, will as a minimum, comply with the provisions of the ISO9001:2008 standard and Contract Quality Management The system will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work on site.
- The *Contractor* is responsible for defining the level of Quality Control Plan (QCP) or inspections to be imposed. The level should be based on criticality of plant and material and must be submitted to the *Employer's Representative* for acceptance prior to the commencement of any work activities.
- The *Contractor* compiles a data package of relevant drawings, test certificates, design checks and other technical information for each section of work or Task Order which is to be reviewed and signed off by the *Employer's Representative*
- The *Contractor* will be subject to periodic audits by the *Employer* in order to ensure compliance with the system. Any deviations will be corrected to the *Employer's* satisfaction.
- The *Employer's Representative* has the right to stop the *Contractor's* work activities which, in the opinion of *Employer's Representative*, does not meet the requirements of the system and will have a detrimental effect on plant performance.

- The *Contractor* may only continue with work activities when all deficiencies have been corrected to the applicable standard. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.
- The *Contractor* ensures that all plant and materials for the *service* are to the standard and quality accepted by the *Employer* and ensures that they are suitable for the purpose intended by the manufacturer. **If the job fails while job still under guarantee, the *Contractor* will be liable for the repairs with no cost from *Employer*.**
- Testing of belt strength to be done on all cold and hot splices by the *Contractor* and certificate issued to *Employer*
- The *Contractor* will work according to the *Employer's* standards, specifications, guidelines and procedures. Where no standards, specifications, guidelines and procedures are available, the *Contractor* will work according to the Generation Quality manual and professional guidelines. Where possible, standards will be reflected in the Task Order.

#### 4. Procurement

##### 4.1 Subcontracting

- All Subcontractors are to be *Employer* approved *Contractors* / vendors / suppliers. If the *Contractor* is uncertain of the approval status of the *Contractors* / vendors / suppliers the *Contractor* formally requests from the *Service Manager* confirmation of the status.
- The *Contractor* does not procure the services of *Contractors* / vendors / suppliers without the prior approval of the *Service Manager*. Furthermore the contract between the *Contractor* and the subcontractor must be aligned with these contracts.
- No work shall commence without all employees having done safety and medical checks prescribed by the *Employer*.
- The *Contractor* must submit a safety file at the inception of this contract.
- The *Contractor* complies with all site regulations issued by the *Employer*.

##### 4.2 Plant and Materials

###### 4.2.1 Specifications

Number	Title	Issued by
Act 85 of 93	Occupational Health and Safety Act	<i>Contractor</i>
240-55864509	Ceramic Lagging for Pulleys Specification	<i>Employer</i>
240-55864495	On-Site Splicing of Plied Textile Conveyor Belting Procedure	<i>Employer</i>
SANS 1669-2	Conveyor belt pulleys Part 2: Lagging	<i>Employer</i>

Note: These documents and standards may be reviewed from time to time. In all cases, the latest revision will be applicable, unless the *Employer* indicates otherwise in writing.

###### 4.2.2.1 Lagging

The contractor does lagging as per the details below

- For drive pulleys – Ceramic lagging of pulleys shall conform to latest revision of SANS 1669-2 Conveyor belt pulleys Part 2: Lagging.
- For other pulleys – Diamond Rubber lagging of pulleys shall conform to latest revision of SANS 1669-2 Conveyor belt pulleys Part 2: Lagging.

## **5. Working on the Affected Property**

### **5.1 Supply of electricity**

All points of supply requested by the *Contractor* are provided in terms of quantity and location at the discretion of the *Service Manager*.

No connection is made to the permanent installation at the Power Station without the prior acceptance of the *Service Manager*.

The *Employer* guarantees power supply quality and reliability. No guarantees of power supply quality are given and power supply breaks of some duration may occur without warning. Planned outages are also a possibility. The *Contractor* makes arrangements at his own expense to improve continuity and quality of power where necessary for any reason and no claim of any nature relating to power failures is considered.

### **5.2 Lighting**

Temporary local lighting in accordance with the requirements of the Factories Inspector is provided by the *Contractor* at his own expense. No local lighting will be provided by the *Employer* except for the existing lighting in the relevant areas where the conveyors and pulleys are located.

### **5.3 Compressed Air**

The *Contractor* uses his own compressor for compressed air usage during the *Works*.

### **5.4 Water**

The *Service Manager* does not guarantee continuity of supply and the *Contractor* makes his own provision for standby supplies to maintain continuity of work. Claims of any nature relating to discontinuity of water supply are not considered.

### **5.5 Roads**

Main access roads are surfaced and complete and may be used by the *Contractor* with the necessary care. The *Employer* maintains the Site roads, described above, to a fair condition. Any costs incurred by the

*Service Manager* from damage caused to underground services, structures, etc as a result of the *Contractor* not using the prescribed routes is recovered from the *Contractor*.

## **5.6 Sanitary facilities**

All the *Contractor's* personnel are expected to make use of the Station Terrace sanitary facilities.

## **5.7 Equipment**

Any Equipment, or appliances, used by the *Contractor* conforms to the applicable OHS Act safety standards and is maintained in a safe and proper working condition. The *Service Manager* has the right to stop the *Contractor's* use of any Equipment which, in the opinion of *Service Manager*, does not conform to the foregoing.

## **5.8 Lay down**

No Plant, Material and Equipment lay down areas are permitted on the terrace. The *Contractor* delivers all Plant, Materials and Equipment to the point of erection as and when needed. Plant, Materials and Equipment not used within 14 days are removed from the terrace and stored in the site yard.

## **5.9 Site regulations**

Note that the speed limit on the site is 40 km/h. The vehicle permit of any persons contravening any traffic act on site is cancelled.

## **5.10 General**

The *Contractor* complies with the Arnot Site Regulations, a copy of which is available for perusal at the *Service Manager's* offices.

Any subject within the authority of the *Service Manager* may be addressed by a Site Regulation.

Before work starts on Site, an inaugural meeting is held with the *Contractor* and the *Service Manager*, to explain in detail all requirements of the Site Regulations.

The *Contractor* is issued with a file of current Site Regulations on arrival. The file remains the property of the *Service Manager* and the *Contractor* is responsible for its maintenance and updating to include new or revised regulations as issued by the *Service Manager* during this contract.

### **5.11 Permits**

No work commences without the acceptance of the permit to work by the *Employers* Responsible Person (RP) and all workers sign the workman's register.

### **5.12 Communication and correspondence**

All correspondence includes:

- Arnot Power Station
- *Employer's* Contract number
- Contract description
- Correspondence subject matter
- Project Manager's name and contact details
- *Contractor* contact details
- Date

Where appropriate the correspondence includes the *Service Manager's* reference and is delivered as a single package.

All communications from the *Contractor* are numbered sequentially with a prefix as advised by the *Service Manager*. The *Service Manager* responds in like manner. The prefix and numbering system is decided upon at the Inaugural meeting

### **5.13 Accommodation and transportation**

The *Contractor* provides his own accommodation and transport for all his employees engaged in the execution of the works. This includes the needs of his *Subcontractors*. The cost for accommodation, as well as for transportation to and from Site is included in the Prices.

### **5.14 Contractor's organisation**

The *Contractor* submits a project organogram to the *Service Manager* for acceptance, indicating the *Contractor's* and the *SubContractors* employees.

### **5.15 Security**

The *Contractor* provides security necessary for the protection of the works at all times until the Completion of the whole of the works.

The *Contractor* is informed of the access procedures through Site Regulations and note that such procedures

may change depending on the prevailing security situation.

All persons entering the Arnot Site pass through the control points at the main access gate and are required to have temporary permits that are issued to *Contractor's* staff on request. All persons submit ID documents with the application for temporary permits. If it is necessary to bring Equipment onto site a list is submitted which is verified by security staff prior to Equipment entering the security area.

If any *Contractor's* staff are transferred from Arnot or leave Site, the person's permit is handed over to the Supervisor. The *Contractor* ensures that personnel leaving site are transported out of the security area and that the permit is returned.

No firearms, weapons, alcohol, illegal substances and cameras (including cell phones with cameras) are permitted on Site. No 'Private Work' is carried out for or on behalf of any Eskom employee. Any person suspected of being under the influence of alcohol is tested and if proved positive, is refused entry to the security area.

#### **5.16 Environment**

The *Contractor* complies with Arnot Power Station environmental management system. This includes the identification, collection, storage, transportation and disposal of waste. Hazardous waste shall be disposed off in line with the applicable environmental legislation. It is important to note that all spillages must be cleaned immediately and reported to the project manager as soon as possible. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land.

#### **5.17 Employer's Working Hours (For information only)**

The normal working hours are as follows:

Mondays – Thursdays: 07h00 – 16h15  
Fridays: 07h00 – 12h00  
Lunch breaks are 30 minutes from 12h00

#### **5.18 Medical Facilities**

Ambulance and first aid facilities are available on the Main Station Terrace.

### **5.19 Safety and Accident Prevention**

The *Contractor* will be familiar with and comply with Arnot Power Station's safety policies and procedures. Furthermore, the *Contractor* will comply with the provisions of the Occupational Health and Safety Act and in particular, the provisions of the Construction Regulations.

The *Employer* follows an accident prevention policy that includes the investigation of all accidents involving personnel and property. This is done with the intention of introducing control measures to prevent a recurrence of the same incidents. The *Contractor* is expected to fully co-operate to achieve this objective. The *Contractor* will report any incident and accidents to Arnot Power Station within 24 hours.

NOTE! This report does not relieve the *Contractor* of his legal obligation to report certain incidents to the Department of Labour, or to keep records in terms of the Occupational Health and Safety Act, and Compensation for Occupational Injuries and Diseases Act.

### **5.20 Confidentiality**

This document in its entirety is for the sole use of the *Employer*. No part of this document may be discussed, distributed, disseminated, copied or transmitted in any form to any third party without the prior consent of the *Employer*.

### **5.21 Records of Contractor's Equipment**

All materials, Tools and Equipment brought onto site are the responsibility of the *Contractor*, and shall comply with the *Employer's* policies and procedures. A proper system of recording these materials, tools and equipment must be in place and submitted for approval by the *Service Manager*. Differentiation must be made between materials, tools and equipment owned or hired by the *Contractor*.

### **5.22 Equipment provided by the Employer**

The *Contractor* may use any Equipment he sees fit for the purpose as long as the use thereof does not damage or interfere with any Plant, buildings or roads. All equipment used shall be in good order and comply with all the relevant safety rules and regulations.

## **6. List of drawings**

Drawings can be made available on request.