



## Meeting Minutes **Template**

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Generation Delivery			

**Meeting Name: Provision of Configuration Management Services at Kusile Power Station for a period of Five (5) years**

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
2025/07/16	09:00	Microsoft Teams	01/2025

Item	Subject & salient points	Decisions & Action items	Responsibility <i>[Assign responsibility for actions]</i>	Target date DD/MM/YYYY
1.	<b>Safety and Emergency Evacuation Procedure</b>		Chairperson	
2.	<b>Opening:</b> 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda		Chairperson	
3.	<b>Declaration of interest</b>	No one in the meeting has an interest to declare		
4.	<b>Matters for information/Noting</b>			
4.1	Commercial – Invitation to tender	Went through invitation to tender and noted important areas on the ITT	<b>Buyer</b>	

**Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)***

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4.2	Technical Criteria and Scope of work	Went through scope of work and technical criteria. The representative addressed the issue of qualifications from other countries, explaining that they must be equivalent to South African standards. He mentioned the need for a letter from SAQA to confirm the equivalence of non-South African qualifications.	<b>Technical Representative</b>	
4.3	Technical Questions <ul style="list-style-type: none"><li>Will suppliers be based on site or do they need to have a workshop?</li><li>Are machine brands important or should the machines meet the standards stated in the technical criteria?</li></ul>	Answers <p>It was clarified that the work will primarily be done at the supplier's workshop, but there will be a site established at Kusile Power Station for the contractor's offices and portable workshops. He emphasized the importance of having an operational workshop for the transaction.</p> <p>The brands are not important the machines must meet the standards.</p>		
4.4	SHEQ	Went through SHEQ requirements		

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4.5	SDL&I	Went through SDL&I requirements		
5.	<b>General</b>	NEC under people will be updated as per SDL&I requirements		
6.	<b>Closure</b> The meeting was adjourned on 16 July 2025 at 10:10am			

Signed as a correct record: \_\_\_\_\_  
Chairman Date

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