



**RFP 55/2022**

**PLANNING, DESIGNING AND INSTALLATION  
OF A MEZZANINE FLOOR**

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## 1. STATEMENT OF INVITATION

CENTLEC (SOC) Ltd, a municipal entity distributing electricity in Mangaung and other municipalities, require the services of a registered professional consultant for the planning, designing, installation and overall project management of a mezzanine floor in an allocated area in the Metering sub directorate workshop at Rhodes Avenue in Bloemfontein for the period of twelve (12) months.

## 2. MINIMUM REQUIREMENTS

- 2.1 Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.
- 2.2 Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
  - 2.2.1 In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3 CIDB grading – Level 2 CE
- 2.4 CIDB grading – Level 2 EB
- 2.5 The bidder must be registered with National Treasury Data Base of suppliers and proof thereof must be submitted.
- 2.6 A valid letter of good standing from the Compensation Commissioner with the Department of Labour.
- 2.7 Please note that the Special Conditions table as per point 3 below, needs to be met. All supporting documents needs to be submitted where applicable.

### 3. SPECIAL CONDITIONS

Take Note that it is compulsory for Bidders to complete the table in full.

<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Submit Documentation</b>
The successful bidder will be expected to enter into a Service Level Agreement with CENTLEC.			N/A
Please note that CENTLEC reserves the right to appoint one bidder.			N/A
The successful bidder will be expected to submit to CENTLEC a complete SHERQ system within two weeks of receiving the appointment letter, before commencement of any duties. The Health and Safety file will have to meet the CENTLEC standard that forms part of this specification.			Upon appointment
The successful bidder shall ensure that his/her employees are properly informed and trained to perform the task.			Competence certificates together with safety file upon appointment.
The bidder shall ensure that no property (municipal or private) is damaged or misused in the execution of the task.			Indemnity cover upon appointment
The bidder shall ensure that all tasks are performed in line with applicable legislation, e.g. OHS Act, Construction Regulations, Labour Act, Electricity Amendment Act, Electricity Supply Regulations, the Mangaung Metro Municipality By-laws relating to electricity supply.			N/A
The successful bidder shall document and present a health and safety plan based on the risk assessment.			Upon appointment
The successful bidder must submit the final design drawings for CENTLEC's approval.			N/A

CENTLEC will carry out periodic inspection at least once a week.			N/A
The successful Bidder shall within seven (7) days of commencement of the contract, provide CENTLEC with a list of all employees appointed for this contract including supervisor(s) and site manager for vetting to be done by CENTLEC as the work will be carried in the National Key Point area.			Upon appointment
<b>Prospective bidders are expected to attend a compulsory site meeting. Only bidders who attended the site meeting will be considered for evaluation.</b>			N/A

#### 4. DEFINITIONS AND ABBREVIATIONS

- 4.1 RFP – Request for Proposal
- 4.2 SANS – South African National Standard
- 4.3 SHERQ - Safety Health Environment Risk and Quality
- 4.4 SARS – South African Revenue Service
- 4.5 OHS Act – Occupational Health and Safety Act No. 85 of 1993 & Regulations
- 4.6 CR - Construction Regulations
- 4.7 H & S - Health & Safety
- 4.8 CEO – Chief Executive Officer
- 4.9 PPE - Personal Protective Equipment
- 4.10 MSDS – Material Specification Data Sheet
- 4.11 NHBRC – National Home Builders Registration Council

## 5. SCOPE OF WORK

CENTLEC (SOC) Ltd, a municipal entity distributing electricity in Mangaung and other municipalities require the services of a registered professional consultant for the planning, designing, installation and overall project management of a mezzanine floor in an allocated area in the Metering sub directorate workshop at Rhodes Avenue in Bloemfontein.

## 6. TECHNICAL SPECIFICATION

All construction to take place within the existing Metering sub directorate's workshop building.

### 6.1 MEZZANINE FLOOR

The purpose of the mezzanine floor is to create office space for CENTLEC employees. The offices on the floor will be constructed with dry walling.

- 6.1.1 Planning, designing and installation of a steel mezzanine floor of 11, 7 meter long, 9, 5 m wide & 2, 75 meter high.
- 6.1.2 The floor surface should be covered with (twenty one millimeter) 21 mm shutter ply board.
- 6.1.3 The distributed load is assumed to be uniformly distributed over the length of the universal beams.
- 6.1.4 The weight loading should be a minimum of five kilo Newton per square meter (5.00 kN/ m<sup>2</sup>).
- 6.1.5 Sound Structural Engineering principles should be applied, taking the existing infrastructure into account.
- 6.1.6 The structural floor must be designed according to BS 5950 (Part 1) 2000, BS 5950 (Part 5) 1998 or relevant standard(s) and the following reports must be included for the structural floor after completion:
  - i. Calculations for primary beams (Inner),
  - ii. Calculations for primary beams (Outer),
  - iii. Calculations for Secondary Beams (Joints),
  - iv. Calculations for Columns,
  - v. Calculations for Base Plates and
  - vi. Calculations for Bracing.
- 6.1.7 All steel to be spray painted to a proper finish with new dark grey colour.
- 6.1.8 A final inspection must be executed on completion of project and signed off by a competent person (steel construction specialist).

- 6.1.9 A Certificate of Compliance is to be presented after completion of steel mezzanine floor construction.

6.2 **ACCESS STAIRCASE**

One steel staircase should be planned, designed and installed to access the mezzanine floor.

- 6.2.1 The staircase should be 1,2 meter wide with steel steps.  
6.2.2 The steel steps should be constructed using checker steel plate to avoid slipping.  
6.2.3 Approved dual and guard rails (as per National Building Regulation S.A.N.S. 10400 - Part M) to be installed.  
6.2.4 All steel should be spray painted to a proper finish with new dark grey colour.

**All detailed technical specifications to be compiled by bidders and submitted with the bid. Failure to submit the technical specification can lead to disqualification.**

## **7. EVALUATION CRITERIA**

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of CENTLEC. The most suitable candidates will then be selected. Please take note that CENTLEC is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria, CENTLEC will evaluate the technical criteria first, and will only look at the price and BBBEE level of contribution if it is satisfied with the technical evaluation.

As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price.

### **7.1 TECHNICAL EVALUATION CRITERIA**



No	Criteria	Description	Points
7.1.1	Registration with Professional Bodies	Submit proof of registration with ECSA for Civil Engineer = <b>20 Points</b>	<b>20</b>
7.1.2	Indemnity Cover	Submit a letter of commitment for indemnity cover that the bidder will have in place for any loss that CENTLEC may incur during the duration of the contract = <b>15 Points</b>	<b>15</b>
7.1.3	Local South Africa operational capability and economic investment	Does the bidder have a local office with operational capability Existing and established local office (CENTLEC distribution area) = <b>15 points</b> If not (Within South Africa) = <b>5 points</b>	<b>15</b>
7.1.4	Quality Assurance	The bidder must submit a letter of commitment from a professional registered structural engineer that will ensure that the structure will be manufactured & erected as per SANS 0160 code and provide an Engineering Certificate = <b>25 Points</b>	<b>25</b>
7.1.5	Track Record	Submit signed referral letters from previous companies where the same services were rendered and successfully completed: Two (2) letters= <b>10 Points</b> Three (3) or more letters = <b>25 Points</b>	<b>25</b>
	<b>TOTAL</b>		<b>100</b>

**Table 1 – Evaluation criteria**

A bidder who gets a minimum of 75 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

- Item 7.1.1 – 20 points
- Item 7.1.2 – 15 points
- Item 7.1.3 – 5 points
- Item 7.1.4 – 25 points
- Item 7.1.5 – 10 points

## 7.2 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and B- BBEE status)

All Bidders that have passed the technical evaluation threshold of 75 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

### 7.3 Points awarded for price

A maximum of 80 Points is allocated for price on the following basis:

$$\text{Where } P_s = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

$P_s$  = Points Scored for comparative price of bid under consideration

$P_t$  = Comparative Price of bid under consideration

$P_{\min}$  = Comparative Price of lowest acceptable bid

### 7.4 Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below.

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

**Table 3: B-BBEE Status level**

## 8. PRICING SCHEDULES

Item	Unit of measurement	Price in Rand (Excluding VAT)	Days for completion of project
8.1 Designing and Planning	Each		
8.2 Complete Floor Installation	Each		
<b>Total Price</b>			

## 9. CONTACT DETAILS

- 9.1 For any further technical information regarding the document contents please contact Mr. Pieter Grobbelaar or Mr. Ashley Kayser, e-mails: [Pieter.Grobbelaar@centlec.co.za](mailto:Pieter.Grobbelaar@centlec.co.za) or [Ashley.Kayser@centlec.co.za](mailto:Ashley.Kayser@centlec.co.za) Such queries must be done in writing, the email address provided serves for this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- 9.2 For Supply Chain Related questions, Please contact Ms Palesa Makhele at 051 412 2753 or at [Palesa.Makhele@centlec.co.za](mailto:Palesa.Makhele@centlec.co.za)

## 10. ANNEXURES

Health and Safety guideline spec must be included if service provider is going to do any work on any premises of CENTLEC. This must be done with SHE Offices.

### **OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION FOR:-**

## **PLANNING, DESIGNING AND INSTALLATION OF A MEZZANINE FLOOR**

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### OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS

**“Act”** occupational health and safety act 85 of 1993

**“Agent”** means any person who acts as representative for the client

**“Health and Safety Specification”** means a documented specification of all health and safety requirements pertaining to the associated Works on a construction site, so as to ensure the health and safety of person during construction process. This document is prepared by the Client or Client agency.

**“Health and Safety Plan”** means a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified. This document is prepared by the Principal Contractor or the Sub Contractor.

**“Fall Protection Plan”** means documented plan, of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk.

**“Employer”** Where used in contract documents and in this specification, means the employer as defined in the General Conditions of Contract and it shall have the same meaning as **“Client”** as defined in the Construction Regulation 2003.

**“Employer”** and **“Client”** is therefore interchangeable and shall be read in context of the relevant document.

**“Contractor”** where used in the contract documents and in this specification shall have meaning as “contractor” as defined in the General Conditions of Contract. In this specification the terms **“Principal Contractor”** and **“Contractor”** are replaced with **“Contractor”** and **“Sub Contractor”** respectively for the purpose of this contract, the **Contractor** will, in terms of the OHS Act 1993, be the mandatory of the Employer, without derogating from his/her status as an employer in his/her own right.

**“Engineer”** where used in this specification, means the Engineer as defined in the General Conditions of Contract. In terms of the Construction Regulations the Engineer may act as agent of behalf of the Employer (the client as defined in the Construction Regulations)

**“OHS Section”** means Occupational Health and Safety Division within CENTLEC (SOC) LTD. will oversee all Projects to ensure that Principal Contractor comply with Occupational Health & Safety Act 85 of 1993, Construction Regulation and all related codes of practice.

**“Fall Risk”** means a risk that a person could fall from an elevated position, which is deemed 2 meters or higher, or a risk that something associated with the work can fall on a person.

**“Construction vehicle”** mean a vehicle used for means of conveyance for transporting persons or material or both such person and material, as the case may be both on and off the construction site for the purpose of performing construction work.

**“Contractor”** means an employer, who perform construction work, includes principal contractor and sub-contractors.

## **1. General Statement**

It is a requirement of CENTLEC (SOC) Ltd that the Contractor shall provide a safe and healthy working environment and to direct all his activities in such a manner that his employees and any other persons, who may be directly affected by his activities, are not exposed to hazards to their health and safety. To this end the contractor shall take full responsibility to conform to all the provisions of the occupational health and safety Act (Act 85 of 1993), and all relevant regulations as stated in section 44 of Occupational Health and Safety Act 85 of 1993.

For the purpose of this contract the Contractor is required to confirm his status as mandatory to CENTLEC (SOC) Ltd and employer representatives in his own right for the execution of the contract, and he shall enter into Section 37.2 agreement in respect of the Act 85 of 1993.

## **2. Scope**

This specification includes health and safety elements in terms of the Act and to satisfy the requirements of the Construction Regulation (CR), which will be



applicable to the Principal Contractor and all sub-contractors for the safe execution of work during the project.

### **3. Purpose**

The purpose of this specification is to ensure that the Principal Contractor and all sub-contractors provides and maintains, as far as reasonably a safe working environment for all employees and the public at large during the construction work.

### **4. Project Description**

The project includes all activities and additional work or changes to the contract that may result in a change to the scope of work. The principal contractor shall make allowance for this in his Health and Safety Plan.

**The principle health, safety and environmental risks involved on this specific site will be that of: -**

- Wearing of all applicable personal protective clothing at all times when working.

### **5. Details of Specifications**

#### **5.1 Job specific details of specifications.**

In general, when working on CENTLEC (SOC) Ltd equipment, workers must follow and adhere to the Safe methods and procedures as required by CENTLEC (SOC) Ltd.

Whenever possible, glass fibre ladders must be used to get to higher places and correct procedures for the use of ladders must be followed.

#### **Safety and Health**

Supervisor must always assure themselves about their worker's skills and knowledge of all safety procedures, and if necessary, arrange for workers to be trained or re-trained. There will be at all-times a supervisor on site.

#### **5.2 Site Standards and Rules**

- The contractor shall be responsible for enforcing and respecting all applicable health and safety rules in performance of all work covered by the contract, particularly those relative to the OHS Act and relevant regulations made under them;
- Any deviation found shall be reported at the site instruction book by CENTLEC (SOC) Ltd representatives, or dept. of labour inspector.
- If there is a site office(s) needed the built structure must have change room for both male and female and they can be used for shelter for eating facility;
- Proper drinking water at the strategic location shall be provided for employees;
- Health and Safety Committee meetings that involve CENTLEC Health and Safety division representative shall be held on the monthly basis;
- Contractor shall provide their workers with proper training so that they can perform their work safely. Train all staff to be aware of their own responsibilities for, and to provide information, instruction, and training on, the particular hazards and risks in relation to the scope of work; and

## **6. Safety File**

The contractor shall appoint a suitable qualified person to prepare the Health and Safety File and to keep it up to date for the duration of the contract. The Health and Safety File shall include the following information:

- Notification of construction Work (Construction Regulation 3) (Schedule A)
- Copy of OHS Act (updated and not abridged version) (General Administrative Regulation 4) and relevant regulations as stated by section 44 of OHS Act 85 of 1993.
- Proof of Registration and good standing with a COID Insurer (Construction Regulation 4(g)).
- Copy Health and Safety plan (Construction Regulation 5(1)) that include the followings: -

### **6.1 Applicable requirements**

- List of equipment and specialised equipment.
- List of PPE issued
- Recent inspection lists of equipment in use.
- Training records
- Proof of training by an accredited for working at heights.
- Hazards identification and risk assessments.
- Test records for lifting equipment by an accredited body.
- Incident history

- Notices issued
- OHS programme agreed with client including the underpinning Risk Assessment and Method Statements (Construction Regulation 5(1))
- Appointment/Designation forms required by the ACT and Regulations
- Registers as follows:

## **6.2 Register required where applicable**

- OHS Representatives Inspection Register (monthly)
  - Power tools inspection register.
  - Lifting equipment (before use and monthly)
  - Fire equipment inspection and maintenance (monthly)
  - First aid (monthly)
  - Hazardous Chemical Substances (MSDS and listing of chemicals)
  - Inspection of cranes (daily before use and yearly inspection records)
  - Inspection of ladders (daily before use and monthly)
  - Inspection of vessels and pressure (monthly and 3 yearly)
  - Machinery inspections (before use and monthly)
  - Drivers/Operators of mobile plant/construction vehicles daily (pre-trip) inspections
- 
- The Health and Safety File shall be handed over to the client on completion of the contract. It must contain all the documentation handed to the contractor by any contractors together with a record of all drawings, designs, materials used and other similar information concerning the completed project

## **6.3 Written Safe Work Procedures and Risk Assessments**

- Written Safe Work Procedures are to be available in order to mitigate, reduce or control the hazards and risks identified in the Risk Assessment.
- Initially a generic document can be produced, by the first three weeks of operation a task- based document must be produced and be updated as per changes in tasks.

## **6.4 Personal Protective Equipment**

The Principal Contractor shall ensure that the following minimum personal protective equipment and wear are issued to his employees:

- No person is allowed to be on site without the required PPE as prescribed by risk assessments. This must be discussed at the safety meeting and adhered to by all contractors on site.

- Contractor must ensure that PPE is being used as a last resort upon trying all reasonable means to remove the hazard.
- All contractors are required to keep an updated register of all PPE issued.
- Strict compliance measures must be administered to ensure employees use PPE.
- Hard hats, safety shoes with steel toe caps and protective clothing shall be provided by the contractor free of charge for all his employees and shall be worn at all times. Employees working on site must not wear metallic helmets. Other protective equipment such as gloves, safety glasses, face shield, dust mask, ear plugs etc. shall be issued and used when required as per tasks in the risk assessment and safe work procedure. The contractor shall ensure that his employees understand why the PPE is necessary and that they use them correctly and sign for receiving of it.
- When handling corrosive liquids e.g. acids or caustic suitable eye protection, gloves, and special overalls shall be worn.
- Any person refusing to wear protective clothing when instructed to do so by the responsible person shall be removed from the site.
- Clearly outline the procedure to be followed when PPE is 1. Lost or stolen; 2. Worn-out or Damaged.

## **6.5 Appointment of Health and Safety Personnel**

The Contractor and Sub Contractors shall ensure that all relevant appointments specified in the Occupational Health and Safety Act 85 of 1993 and Construction Regulations are made in writing prior to commencement of the Project.

The Principal contractor shall provide adequate levels of suitable trained, experienced and competent management and supervision to ensure that the works proceed and without risks to health or environment and that all operations and personnel for whom the contractor is responsible are adequately monitored and supervised.

The Principal Contractor shall ensure that the appointments listed below are made where applicable:

***Required appointments as per the Construction Regulations (CR): -***

<b>Item</b>	<b>Regulation</b>	<b>Appointment</b>	<b>Responsible Person</b>
1.	4(1)(c)	Principal contractor for each phase or project	CENTLEC/Consultant
2.	5(3)(b)	Contractor	Principal Contractor
3.	5(11)	Contractor	Contractor
4.	6(1)	Construction supervisor	Contractor
5.	6(2)	Construction supervisor sub-ordinates	Contractor
6.	6(6)	Construction Safety Officer	Contractor
7.	7(1)	Person to carry out risk assessment	Contractor
8.	7(4)	Trainer/Instructor	Contractor
9.	8(1)(a)	Fall protection planner	Contractor
10	11(3)(b)(ii)(b)	Professional engineer or technologist/land surveyor.	Contractor
11.	15(2)(c)	Compliance plan developer	Contractor
12.	17(8)(a)	Material hoist inspector	Contractor
14..	19(2)(b)	Power tool expert	Contractor
15.	19.2 (g) (i)	Power tool controller	Contractor
16.	27 (h)	Fire equipment inspector	Contractor
17.	16(2)	CEO assistant	Contractor

## **6.6. Establishment of Health and Safety Committee**

The Principal Contractor shall establish a Health and Safety Committee in terms of Section 19 of the Occupational Health and Safety Act 85 of 1993.

The Principal Contractor shall hold meeting at least once a month with appointed supervisors, Health and Safety Reps and the chairperson of the Health and Safety Committee and copies of the safety meeting to be forwarded to CENTLEC (SOC) Ltd and the CENTLEC health and safety representative need to be informed and invited to such meetings.

Matters that are to be discussed should include at least the following as minimum:

- Make recommendations to resolve health and safety matters (i.e. internally by representatives or externally by DOL inspector)
- Accident/safety incident and they must be recorded for audit and for reporting to CENTLEC safety representative
- Hazardous conditions
- Hazardous material/substances
- Work procedures
- PPE

- Housekeeping
- Work permits
- Non conformances
- Emergency preparedness
- Traffic control
- Access control
- Medicals
- Training
- Forthcoming high hazard activities
- Liquor and drugs
- Occupational health and hygiene issues
- General health and safety issues
- Matters arising from principal contractor safety meetings

## **6.7 Health and Safety Hazards**

The Principal Contractor shall take cognisance of all the hazards that are prevalent in the project.

## **7 Arrangements for controlling significant site risks**

The Principal Contractor shall ensure that the required arrangements for controlling the most significant site risks (Safety and Health risks) are available for auditing by CENTLEC (SOC) Ltd Safety Management office.

All safe operating procedures, method statements or rules implemented mitigate the risk whilst performing hazardous tasks are to be effectively communicated to the contractor's staff performing the tasks.

It is to be noted that these are some of the hazards that may be prevalent in this Project.

Others may be identified during the Risk Assessment.

## **8. Communication & Liaison**

- Occupational Health and Safety Liaison between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the H&S Committee as per the procedures determined by the H&S Committee. If possible emergency committee meeting will be held to address emergency issues.

- In addition to the above, communication may be directly to the CENTLEC (SOC) Ltd representative or his appointed Agent, verbally or in writing, as and when the need arises.
- Consultation with the workforce on Occupational Health and Safety matters will be through their Supervisors and H&S Representatives ('SHE – Reps')
- The Principal Contractor will be responsible for the distribution of all relevant Occupational Health and Safety information to other sub-contractors.

## **9. Permit to work**

The contractor is to ensure that the proper permit is in hand and properly locked out with his own private permit locks and duly locked out by authorised by CENTLEC personnel before commencing with the work in question, some of the activities that require a permit to work are:

- Permit are requested to work on pre-isolated equipment which is near live overhead network.
- The permit will be sign and dated properly before commencing with work and signed off after inspection of work by the relevant CENTLEC employee of primary plant maintenance section.
- Use of hazardous chemical substances (all MSDS shall be available and kept in the safety file), CENTLEC Health and safety Division shall be informed of all chemicals used on site or to be used.
- Work to be carried near/adjacent to live electrical network. Work permit shall be requested by the project manager representing CENTLEC and it shall be issued by CENTLEC control. Work will be carried out under the full time supervision and contractor shall sign acknowledgement letter to understand the risks associated with that specific work.

Contractor shall liaise with project manager from System Utilization Department of CENTLEC for the issue of work permits.

## **10. Housekeeping on Site**

The Principal Contractor shall ensure a high level of housekeeping on site. On completion, the contractor is responsible for clearing the site.

## **11. First Aid Facilities**

- Conspicuous sign shall be placed where first aid equipment is kept and stored. The name of the responsible person shall be placed against the first aid box.
- Adequate first aid boxes must be available on site.
- Individuals that are trained and certified competent to administer first aid are to be on site at all times, serving as First Aid Officer.

## **12. Health and Safety Induction**

- The Principal Contractor shall ensure that all employees undergo a health and safety induction.
- Proof of induction is to be included in the "Safety File".
- The contractor is expected to have a daily safety "tool box" meeting. Subject topics that are applicable to the job at hand e.g. near misses that have happened, accident and up and coming work will be discussed along suggestion and comments.
- These meetings can be used as a training meeting with the central idea of educating employees.

## **13. ACCIDENT/INCIDENT REPORTING AND INVESTIGATIONS**

### **13.1 REPORTING OF INCIDENTS AND OCCUPATIONAL DISEASES**

All accidents and incidents shall be reported the same day to Health and Safety Division of CENTLEC (SOC) Ltd.

Section 24 of the Act refers to certain incidents occurring at the workplace, or in connection with the use of machinery whereby a person dies or is injured to be extent where he is likely to die or could have resulted in a major incident. Such incidents should be reported to the Provincial Director on a WCL 1 or WCL 2 form within seven days.

Certain other types of incidents must be reported to the Provincial Director telephonically, facsimile or similar means of communication and these types of incidents are as follows:

- (a) Where a person, as a result of the incident;
  - i) Dies;
  - ii) Becomes unconscious;
  - iii) Suffers the loss of a limb or part thereof;
  - iv) Is injured to the extent that he is likely to die;
  - v) Is injured to the extent that he is likely to be permanently disabled;



- vi) Is injured to the extent that he is likely to be off for a period of 14 days or more;
  - vii) Cannot perform his normal duties (those duties for which he was employed).
- (b) An incident of major consequence arising out of the use of industrial equipment or machinery or industrial practices at a workplace.
- (c) The health and safety of any person is endangered and where –
- i) A dangerous substance was spilled;
  - ii) The uncontrolled release of any substance under pressure (pressure greater than 1 atmosphere) took place;
  - iii) Machinery or any part thereof fractured or failed, resulting in flying, falling or uncontrolled moving objects; or
  - iv) Machines, which ran out of control.

These incidents should also be recorded and investigated in accordance to Regulation 8 of the General Administrative Regulations.

If an injured person is to die as a result of an incident, which has already been reported in terms of the above, the employer or user should report such death to the Provincial Director.

Any registered medical practitioner should, in terms of Section 25 of the Act, report all (to the employer and Chief Inspector) cases of occupational diseases or any other disease, which he believes arose out of a person's employment, which he/she has treated. This must be done within 14 days in the form of a WCL 22 form.

Any other person may in writing, give notice of any disease suspected to be an occupational disease, to the employer and chief inspector

### **13.2 RECORDING AND INVESTIGATION OF INCIDENTS**

The employer or user of machinery should keep record and investigate all incidents referred to in terms of Section 24 of the Act together with any other incident, which resulted in the person concerned having had to receive medical treatment other than first aid.

These incidents must be recorded in the form of Annexure 1 of these regulations and be kept for a period of at least 3 years. This record shall be kept on the premises and available for perusal by an inspector.

The contractor, a designated person, a health and safety representative or a member of the health and safety committee must investigate the above-mentioned incidents. This investigation should take place within 7 days from the date of incident and completed as soon as is reasonable practicable or within the contracted period of contract workers. The employer should record the result of the investigation in the Annexure 1. The purpose of the investigation is to establish the cause of the incident together with the safety measures that can be implemented to prevent the re-occurrence of such incidents in the future.

The health and safety committee shall examine this record at their next meeting.

- All accidents/incidents shall be recorded and investigated and reported to Occupational Health & Safety Section.
- Accidents/incidents are to be reported to CENTLEC (SOC) LTD. Project Manager.
- All reportable incidents in terms of Section 24 of the OHS ACT shall be investigated and recorded by the contractor as required by the Act and also reported to Occupational Health & Safety Unit.
- The contractor shall compile an investigation report and ensure that all the preventative actions recommended are in place.

## **14 RESPONSIBILITIES**

### **14.1 Client**

- 14.1.1 The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations and determined by the Bills of Quantities.
- 14.1.2 The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.
- 14.1.3 The Client or his appointed Agent on his behalf will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

14.1.4 The Client or his appointed Agent on his behalf will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:

- have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
- have failed to implement or maintain their health and safety plan;
- have executed construction work which is not in accordance with their health and safety plan; or
- Act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

## **14.2 Principal Contractor**

14.2.1 The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 3 of the Construction Regulations. Annexure B of this Specification contains a “Notification of Construction Work” form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.

14.2.2 The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation. This Specification is not intended to supersede the Act nor the Construction Regulations or any part of either. Those sections of the Act and the Construction Regulations which apply to the scope of work to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required of the Principal Contractor to comply with. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all

applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract.

- 14.2.3 The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Sub-contractors for which he has to take responsibility in terms of this contract.
- 14.2.4 The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- 14.2.5 The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based.)
- 14.2.6 The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations.
- 14.2.7 The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, an Inspector, Employee or Sub-contractor.
- 14.2.8 The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client.
- 14.2.9 The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Sub-contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- 14.2.10 The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.

**15. Health and Safety Inspections/Audits**

- The Principal Contractor shall ensure that the work area, equipment, machinery, safety equipment and wear, etc. are inspected on a regular basis.
- Proof of such inspections are to be maintained in the "Safety File"
- All non-conformances revealed during the inspections are to be noted and rectified as soon as possible. The client, health and safety unit will also conduct formal audits at least once a month and deviations that are revealed must be rectified within the required time frame.
- All portable tools shall be inspected daily by the user as well as weekly recorded inspections and testing to be done.

**16. Emergency Preparedness**

The Principal Contractor shall develop and implement an emergency plan for site in collaboration with sub-contractors and the client representative. The plan would have to be revised due to the changing environment on construction site. Specific requirements for first aid and medical as well as fire and rescue will be addressed. The contractor is to ensure that the necessary firefighting equipment is in place in respective areas and proper signage's placed at the conspicuous places. Emergency preparedness plan shall ensure that all emergency contact details are placed in a conspicuous place where they can be easily seen and accessed by employees.

**17. Non Compliance to Health and Safety Standards**

The CENTLEC (SOC) Ltd representatives reserve the right to stop the operations of the Principal Contractor should it be found that the operations are being undertaken in non-compliance with the laid down health and safety plan based on this specification.

The client has the authority to issue a non-conformance report to any contractor not complying to the SHE requirements on site, with necessary required rectification action required within a specific time frame.

It is noted to the contractors that any expenses incurred due to non-conformances shall be for Contractor's account in question.

Safety officers and other personnel have the authority to stop work if there is a life threatening situation or danger of material loss/damage and direct immediate remedial action under the supervision of contractor's manager is required.

Any "stop work order" shall be followed up and the site manager shall present a written report including remedial actions to avoid the re-occurrence and disciplinary action for contravening safety regulation and if considered necessary to instruct the site manager to remove certain of his personnel from site.

## **18. Legal Framework**

Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

1. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
2. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended
3. Traffic Act.
4. Legislation pertaining to water usage and the environment
5. Common Law

## **19. INDEX OF FORMS**

1. NOTIFICATION OF CONSTRUCTION WORK
2. EMERGENCY SERVICE NUMBER
3. CONTRACTOR DETAILS
4. INSPECTION CHECKLIST
5. MANDATORY AGREEMENT

## 19.1 ANNEXURE A - NOTIFICATION OF CONSTRUCTION WORK

### Regulation 3 of the ConstruCtion Regulations, 2003

1. (a) Name and postal address of principal contractor:
.....
(b) Name and telephone number of principal contractor's contact person:
.....
2. Principal contractor's compensation registration number:
.....
3. (a) Name and postal address of client:
.....
(b) Name and telephone number of client's contact person or agent:
.....
4. (a) Name and postal address of designer(s) for the project:
.....
(b) Name and telephone number of designer's contact person:
.....

5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 6(1):
.....
6. Name/s of principal contractor's sub-ordinate supervisors on site appointed in terms of regulation 6(2):
.....
7. Exact physical address of the construction site or site office:
.....
8. Nature of the construction work:
.....
.....
.....
9. Expected commencement date: .....
10. Expected completion date: .....

11. Estimated maximum number of persons on the construction site:		
.....		
12. Planned number of contractors on the construction site accountable to principal contractor:		
.....		
13. Name(s) of contractors already chosen:		
.....		
.....		
.....		
.....		
<i>Principal Contractor</i>		<i>Date</i>



.....		.....
<i>Client</i>		<i>Date</i>

- THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO COMMENCEMENT** OF WORK ON SITE.
- **ALL PRINCIPAL CONTRACTORS** THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF ANOTHER PRINCIPAL CONTRACTOR ON THE SAME SITE HAD DONE SO PRIOR TO THE COMMENCEMENT OF WORK.

## 19.2 EMERGENCY SERVICES TELEPHONE

Ambulance	10177
Police Flying Squad	(051) 10111
Fire Brigade	(051) 406 6452
Electricity	(051) 409 2345/2455
Water & Sewage	(051) 405 8191/2
Toxic Bureau	(051) 082 491 0160
Disaster Management	(051) 406 6434
Bees	(051) 400 5331

## 19.3 GENERAL EMERGENCY CONTACTS

Traffic	(051) 406 6500
Environment Protection Authority	(051) 406 6441
Pelonomi Hospital	(051) 405-1911
Universitas Hospital	(051) 405 3911
National District Hospital	(051) 403 9600
Mediclinic Hospital	(051) 404 6225
Rose Park Hospital	(051) 505 5111
Netcare Hospital	(051) 407 1500

## UTILITIES

Gas Leaks (24 hours)	(051) 406 0500
Electricity	(051) 409 2345/2455
Water & Sewage	(051) 405 8191/2

## 19.4 CONTRACTOR DETAIL

Employer Particulars	
Employer:	
Registered Name of Enterprise:	
Trade Name of Enterprise:	
Company Registration No.:	
SARS Registration No.:	

UIF Registration No.:	
COIDA Registration No.:	
Relevant SETA for EEA purposes:	
Industry Sector:	
Bargaining Council:	
Contact Person:	
Address of Premises:	
Postal Address:	
Telephone Number:	
Fax Number:	
E-mail Address:	
Chief Executive Officer:	
Chief Executive Officer Address:	
Competent Person:	
Maximum power demand: in kW	
Health and Safety Representatives:	
Activities, products manufactured and / services rendered:	
Raw materials, materials and chemical/ biological substances:	
Total Number of Employees:	Male..... Female.....

<b>Contractor Particulars</b>	
Contractors:	
Site Address:	
Contracts Manager:	
Managing Director:	
Competent Persons:	
CR14: SCAFFOLDING:	
CR15: SUSPENDED SCAFFOLDING:	
CR17(6): MATERIAL HOIST (S):	
CR18(1): BATCH PLANT:	
CR8(1)(a): FALL PROTECTION:	
CR11(1)(1): EXCAVATION WORK:	
CR19(2)(b): EXPLOSIVE POWER TOOLS	
CR26(a): STACKING	

<b>19.5 INSPECTIONS</b>				
<b>SECTION/REGS</b>	<b>ITEM CHECKED</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>
	<b>APPOINTMENTS</b>			
CR6(1)	Supervisor:			
CR6(2)	Assistant Supervisor:			
S17(1)	Health & Safety Representative: (ratio)			
S19(1)	Health & Safety Committees			
CR 12(1)	Demolition Director			
	<b>DOCUMENTS</b>			
GAR 9(1)	Records of Incidents			
GAR 4	Copy of the Act			
GAR 7	Safety Reps Report			
GAR 8	Safety Committee Minutes			
DMR 18(7)	Lifting Machinery Log (Crane)			
CR 3(3)	Notification of Construction Work			
CR 7(2)	Risk Assessment			
CR 7(9)(e)	Proof of the Health & Safety Induction Training			
CR 11(13)(h)	Inspection of Excavation (Records)			
CR 20(g)	Crane Operator Medical Certificate			
CR 21(11)	Mobile Plant Operator Medical Certificate			
CR 18(9)	Batch Plant Repairs & Maintenance Records			
CR22(d)	Temporary Electrical Installation Record			
CR 5(7)	Health & Safety File			
CR 15(11)	Suspended Platforms' Performance Records			
CR 17(b)& (c )	Material Hoists Record Book			
IMPROV NOTICE	Scaffolding Log Book			
CR 21(1)(d)(ii)	Medical Certificate of Fitness			
CR 21(1)(l)	Construction Vehicle & Mobile Plant Register			
CR 22(d)	Electrical Installation & Machinery Register			
	<b>INCIDENTS</b>			
GAR 8(1) S24	Reported			
GAR 9(1)	Recorded Investigated Action Taken			
	<b>PUBLIC SITE</b>			
FR 2(1)	Sanitary Facilities			
CR 28(1) (c)	Changing Facilities for each sex			
CR 25(d)	Perimeter fence & no admittance			

CR 25(e)	Overhead protection netting/falling objects			
NB Notice	Pedestrian warning			
	<b>PERSONAL SAFETY EQUIPMENT</b>			
	Items Issued:			
GSR 2(3)	Items Required:			
S23	(What is the payment on each item?)			
	<b>SAFETY PLANS</b>			
	FIRST AID			
GSR 3(6)	Name(s) of First Aider(s):			
CR 4(1)(3)	Client's Health & Safety Specification			
CR5	Principal's contractor H&S Plan			

	<b>FIRE HAZARD &amp; PRECAUTIONS</b>			
GSR 4	Flammables used, waste, hot work, diesel, fuel, gas			
ER 9(1)	Portable Extinguishers			
ER6(3)	Disposal of waste			
	<b>GUARDING</b>			
	<b>SITE EQUIPMENT</b>			
GSR 13A(a)	Ladders condition, secured			
	<b>SITE MACHINES</b>			
DMR 3(2)(3)	Circulars, guards, riving knives			
DMR 2(a)	Mixers guarded			
	<b>ELECTRIC POWER</b>			
EMR 6(1)	Supply Board, condition E.L Relay Test			
GMR 3(1)	Condition of Tools, Leads, Plugs, etc.			
	<b>LIFTING MACHINE/TACKLE</b>			
DMR 18(8)	Lifting of persons			
DMR 18(8)	Condition, Securing of Load			

**19.6 MANDATORY AGREEMENT AS PER SECTION 37(2) OF THE ACT**

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Agreement between CENTLEC (SOC) Ltd and \_\_\_\_\_  
**(contractor name)** as per the provisions of Section 37 (2) of the Act, to ensure that no provision is given to the contractor to deviate from the Occupational Health and Safety Act 85 of 1993 and the incorporated regulations as stated in Section 44 of the Act.

In terms of the provisions of the Construction Regulations CR 4(1) (c),

I, \_\_\_\_\_ do hereby appoint  
CENTLEC (SOC) Ltd Representative OHS 16.1/16.2

\_\_\_\_\_ as represented  
Name of contractor

by \_\_\_\_\_ for this work  
Contractor Representative OHS 16.1/16.2

Of construction at area/s:

\_\_\_\_\_ Places where construction has to take place

For the project/construction site: \_\_\_\_\_.

Contract No. CD \_\_\_\_\_

It is your duty in terms of CR 5(4), to provide and demonstrate to all your sub-contractors a suitable and sufficiently documented health and safety plan and Health & Safety Specification from CENTLEC, based on the relevant sections of the Health & Safety specification for this project, contemplated in CR 5(3) (a) which we shall provide to yourselves, which shall be applied from the date of commencement of and for the duration of your construction work.

Furthermore in terms of CR 5(7) you shall ensure that a Health & Safety file, which shall include all documentation required in terms of the Act and these Regulations, is opened and kept on site and made available to an inspector, CENTLEC Safety Division Representative.

As per CR 5(1) (d), you shall stop any contractor from executing construction work, which is not in accordance with, your health and safety plan for the site or which poses a threat to the health and safety of person.

In terms of CR 6(1) & CR 6(2), appoint a full-time competent person in writing as a Construction Supervisor, and if warranted, one or more Assistant Construction Supervisors, who shall have the same H&S duties as the Construction Supervisor. Provided that a sufficient number of competent employees have been appropriately

designated under Construction Regulation CR 6(2) on this construction site, the appointed Construction Supervisor may supervise more than one site. On large projects, or those with high risks or accumulation of hazards or risks, must appoint a full-time or part-time Construction Safety Officer, as required by Construction Regulation CR 6(6). You are to lodge copies of these appointments with ourselves.

The responsible/competent person/s appointed in terms of the Act, shall work/consult with \_\_\_\_\_ (Contractor name) and other contractors employed on the project, on an H&S committee established specifically to ensure that the intentions of the OHASA are complied with, as per section 19 of the Act & Construction Regulation CR 7(3). Please furnish us with proof of appointment of H&S representatives, as required by section 18 of the OHASA. Every employee of yours must have undergone H&S induction, pertaining to the hazards prevalent on this construction site/project, prior to them entering the site. All employees must be in possession of proof of such H&S induction, and carry this proof with them for the period that they are on the site as per CR 7(8) and CR 7(9).

You must cause a risk assessment to be performed by a competent person appointed in writing, prior to work commencing & be updated during construction, in terms of Construction Regulation CR 7(1), which shall form part of your H&S plan.

By your signature on the acceptance of the appointment, you accept that both you & your company are fully responsible for any acts or omissions in terms of the Act by any of your employees or mandatories.

You must lodge a certificate with us confirming your registration in terms of the Compensation for Occupational Injuries & Diseases Act No.130 of 1993, when start on site.

Your company shall comply with all applicable legislation & amendments thereto, including, but not limited to the following:

- The Aliens Act of 1952;
- The Unemployment Insurance Act of 1986;
- The Labour Relations Act of 1995;
- The Basic Conditions of Employment Act of 1997;
- The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- The Fire Brigade Services Act 1987, Act 99 of 1987 as amended
- The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SANS10 0400)
- The Post Office Act 1958 (Act 44 of 1958) as amended
- The Electricity Act 1984, Act 41 of 1984

- The Regulations of Local Gas Board(s), including Publications of the SANS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4<sup>th</sup> October 1997
- Legislation pertaining to water usage and the environment
- Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- Common Law
- Etc.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

CENTLEC OHS Act Section 6(1) /16(2)

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**PLANNING, DESIGNING, INSTALLATION AND OVERALL PROJECT MANAGEMENT OF A MEZZANINE FLOOR IN AN ALLOCATED AREA IN THE METERING SUB DIRECTORATE WORKSHOP AT RHODES AVENUE IN BLOEMFONTEIN.**

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## 20 ACCEPTANCE OF APPOINTMENT

I, \_\_\_\_\_ being CEO of

\_\_\_\_\_ do hereby accept this appointment, and understand the requirements of this appointment and the Act and Construction Regulations, applicable Municipal regulations & By-laws.

\_\_\_\_\_  
Signature of CEO  
Or his Representative

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (16 (2) appointee)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

**COPY OF THIS APPOINTMENT IS TO BE AVAILABLE ON THE CONSTRUCTION SITE, AS WELL AS SHEQ DIVISION OF CENTLEC.**