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C3.1: EMPLOYER'S SERVICE INFORMATION

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1 Description of the service

1.1 Executive overview

Maintenance, Servicing, Supply and Repairs of Coal Plant electrohydraulic actuators and hydraulic power Packs systems at Kendal Power Station.

Objectives

- The objective is to source out a competent and capable service provider for the maintenance and refurbishment of all electro-hydraulic actuators and cylinders, scoop tank and radiators and the hydraulic power pack system for Coal Handling Plant at Kendal Power Station.
- The service is to ensure that all coal handling plant electro-hydraulic actuators and cylinders, scoop tank and radiators and the hydraulic power pack system are reliable, available and efficient on the plant.
- In order to ensure quality of services rendered, it is also a requirement that the relevant service provider to have the necessary workshop where repairs and testing of the components will be done when required
- The service provider must increase availability and reliability of the plant, minimise breakdowns and assure that technical support is available during breakdowns.

1.2 Employer's requirements for the service

Description of work execution

- Maintenance and servicing of electro-hydraulic actuators on coal handling plant with the following specification
- Maintenance and servicing of all lifting and lowering hydraulic system
 - Maintenance and servicing of T4 moving heads
- Maintenance and servicing of all scoop tanks and radiator for the scoop couplings S1A & B, S5A & B, T5A-T5F
- Maintenance and servicing of all the dewatering system for the S5A&B conveyor belts
- Maintenance and servicing of all hydraulic power packs for the T4A-F conveyor system and both stacker reclaimer 1&2
- Maintenance and servicing of all luffing cylinders for the stacker reclaimers

Item No.	ACTUATORS	Qty
1	MOVABLE HEAD ACTUATOR – DEJ325/2G · Stroke - 3000mm · Thrust extend - 50kN; thrust retract-50kN. · Speed extend - 80mm/s; speed retract- 90mm/s · Hydraulic circuit no. double acting-regenerative piston rod locked in position when motor not running. · Operations per hr -10max · Motor - 1.1kw-380volt-4pole-IP55 · Mounting - central trunnion · Attitude - horizontal · Clevis type - 'a' universal · Operating temp - ambient -5`c-+40`c · Hydraulic fluid - hydraulic oil VG32	02
2	TRIPPLE DIVERTER GATE-ZBG245/1200 · Stroke-1200mm · Thrust extend-17.2kN; thrust retract-19.6kn · Speed extend- 20mm/s; speed retract- 40mm/s · Hydraulic circuit no. double acting piston rod locked in position when motor not running. · Operations per hour - 10max · Motor- 1.5kw-380volt - 4pole-IP55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal operating temp-ambient -5`c-+40`c · Hydraulic fluid -hydraulic oil VG32	06
3	DOUBLE DIVERTER GATE-ZBG245/600 · Stroke - 600mm · Thrust extend - 25kN; thrust retract -13.5kN · Speed extend - 20mm/s; speed retract - 40mm/s · Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max · Motor- 1.5kw-380volt-4pole-ip55 · Mounting -central trunnion	06

	· Attitude- horizontal · Clevis type- 'a' universal · Operating temp-ambient -5`c-+40`c · Hydraulic fluid -hydraulic oil vg32	
4	FLOW DIVIDER ACTUATOR-ZBG193/1200 · Stroke-1200mm · Thrust extend-25kN; thrust retract-13.5kN · Speed extend- 20mm/s; speed retract- 40mm/s · Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max · Motor- 1.5kW - 380volt-4pole-ip55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal · Operating temp-ambient -5`c-+40`c, Hydraulic fluid -hydraulic oil VG32	06
5	T4 ACTUATORS ZBG193/700 · Stroke-700mm · Thrust extend-10kN; thrust retract-6.5kN · Speed extend- 65mm/s; speed retract- 105mm/s · Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max · Motor- 1.1kw-380volt-4pole-ip55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal · Operating temp-ambient -5`c-+40`c · Hydraulic fluid -hydraulic oil VG32	3/6
6	LONG AND SHORT CROSS ZBG193/600 · Stroke-600mm · Thrust extend-10kN; thrust retract-6.5kN · Speed extend- 65mm/s; speed retract- 105mm/s · Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max	12

	· Motor- 1.1kw-380volt-4pole-IP55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal · Operating temp-ambient -5`c-+40`c · Hydraulic fluid -hydraulic oil VG32	
7	DOUBLE DIVERTER GATE-ZBG245/600 · Stroke-600mm · Thrust extend-25kN; thrust retract-13.5kN · Speed extend- 20mm/s; speed retract- 40mm/s · Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max · Motor- 1.5kw-380volt-4pole-IP55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal · Operating temp-ambient -5`c-+40`c · Hydraulic fluid -hydraulic oil VG32	
8	FLOW DIVIDER ACTUATOR-ZBG193/1200 · Stroke-1200mm · Thrust extend-25kN; thrust retract-13.5kN · Speed extend- 20mm/s; speed retract- 40mm/s · Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max · Motor- 1.5kw-380volt-4pole-IP55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal · Operating temp-ambient -5`c-+40`c · Hydraulic fluid -hydraulic oil VG32	3
9	ZBG193/700 · Stroke-700mm · Thrust extend-10kN; thrust retract-6.5kN · Speed extend- 65mm/s; speed retract- 105mm/s	3

	· Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max · Motor- 1.1kw-380volt-4pole-IP55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal · Operating temp-ambient -5`c-+40`c · Hydraulic fluid -hydraulic oil VG2	
10	ZBG193/600 · Stroke-600 · Thrust extend-10kN; thrust retract-6.5kN · Speed extend- 65mm/s; speed retract- 105mm/s · Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max · Motor- 1.1kw-380volt-4pole-IP55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal · Operating temp-ambient -5`c-+40`c · Hydraulic fluid -hydraulic oil VG32	6
11	ZBG193/1000 · Stroke-1000 · Thrust extend-12kN; thrust retract-7.5kN · Speed extend- 65mm/s; speed retract- 105mm/s · Hydraulic circuit no-double acting piston rod locked in position when motor not running. · Operations per hour-10max · Motor- 1.1kw-380volt-4pole-IP55 · Mounting -central trunnion · Attitude- horizontal · Clevis type- 'a' universal	

12	STACKER RECLAIMER HYDRAULIC LUFFING POWER PACKS	
	Oil tanks (800Litres) 02	2
	Hydraulic oil pumps (A10VSO018DRF)	4
	Oil coolers (60Litre air blast coolers)	4
	Luffing solenoid valve stack DCV, PRVs, flow control. PTO check valves	4
	Boom luffing cylinders CD320/220X1200 SB/SB	4
	Central chute cylinder CD40/25X80SB/SB	2
13	Oil tanks (120Litres) 03	3
	Double gear pump 1PF2G240/005LN2OMDL	3
	Solenoid valve stacks PRVs, flow control. PTO check valves	3
	Under cabin cylinder CD80/65X200 STR	3
	Bucket wheel cylinder.CD80/50X100 STR	3
	Capacity Probe cylinder CD45/25X400 STR	3
	Hydraulic hoses and pipes (Steel pipes and flexible hoses)	100
14	T4 A-F UNDERBIN CONVEYOR LIFTING& LOWERING HYDRAULIC POWER PACKS	
	Oil tanks (140Litres)	4
	Solenoid valve stacks PRVs, flow control. PTO check valves, load holding blocks	6
	T4 A-F lifting and lowering assembly cylinders CD45/25X400 STR	6
15	DEWATERING HYDRAULIC POWER PACK	
	Oil tanks (140Litres)	3
	Hand lever valve bank ¾ Inch/250bars	4
	Tie rod end cylinders CD50/25X600STR	8
16	SCOOP TANKS	
	Scoop tank.(420litre tank)	10
	Hydraulic oil coolers	10
	45L/minute air blast	10
	Cooler electric motor	10
	380v/1.2KW/1450rpm	10
	Oil seals and gaskets	20
	Filters and breathers	20
	Hoses, pipes, and fittings	200

- The Contractor provides a core crew that will be site based and will work the same hours as Eskom personnel which are Mondays to Thursday 07:15 – 16:30 and Fridays 07:15 – 12:15. Lunch break is 12:00 – 12:30. During the period of increased workload the Contractor may be required to bring in additional resources for a certain period.
- The Contractor is expected to attend meetings as stipulated but not limited to
 - ☐ Toolbox talk meeting
 - ☐ Safety hour/ Safety meeting
 - ☐ Sectional prioritization meeting
 - ☐ Sectional planning meeting
- The Contractor provides for standby or afterhours work
- The Contractor provides qualified labour to carry out the work

- The Contractor provides tools, gear, equipment and consumables to carry out the work
- The Contractor ensures the safety of own personnel, other Contractors and Eskom employees in the vicinity of the works by complying with the OHS Act No 85 of 1993 and its Regulation
- The Contractor plans and executes the work and provides a detailed plan/ program for each task
- The Contractor performs Quality Control on own work as per pre-approved control plans
- The Contractor performs work within the specified period and to the acceptable quality standard
- All welding to be carried out according to approved welding procedures and all welders to be qualified prior to carrying out repairs
- The Contractor is required to have Responsible Persons/ Authorised Supervisor as per the Eskom's Plant Safety Regulations within 3 months of contract start date. The course will be provided free of charge by Kendal Power Station. It remains the Contractor's responsibility to book his personnel for the training
- The service also includes the decommissioning, removal, dismantling as well as making good of areas affected by the removal thereof. All redundant equipment to be removed by the Contractor to the respective disposal bin or storage area, client to provide disposal areas

Special Requests

- Risk Assessments must be completed before each task
- Eskom Lifesaving rules to be always adhered to
- Eskom safety meetings and regulations to be adhered to
- Will comply with Eskom's QC standards
- The Contractor's Supervisor will be authorized in ESKOM Plant Safety Regulation (PSR) as an Authorized Supervisor within 3 months
- Good housekeeping to be always maintained (no PTW will be cleared without housekeeping inspection)
- All telephone accounts on Contractor account
- All cabins and LV equipment will comply with the ESKOM's standards (COC)
- Site conditions will be according to the Eskom and Safety regulations
- Quality Control Plan and contract Quality plan approval process standards as per QM 58 to be used.
- Audit on Contractor will be done on a frequent basis
- Contractor to make use of Eskom ablution facilities
- Contractor to provide own cabins and Employer to provide space
- Transport to be provided by Contractor and included in cost
- Eskom transport procedures to be adhered to
- Safety (Zero harm policy)
- CIBD certificate must be valid at all times if required
- PPE to be provided by the Contractor for own personnel and must comply with Eskom requirements
- All Contractor staff to be trained and competent to work in confined spaces and certificates to be handed in to the Contract manager within two months of contract award
- All welding to be done in accordance to Eskom welding requirements
- After being called out the Contractor response time is one (1) hour to be on site
- Contractor can only be called out by the Service manager

1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
CP	Coal Plant
QCP	Quality Control Plan
LV	Low Voltage
PTW	Permit To Work
COC	Certificate of Compliance
PSR	Plant Safety Regulations
MST	Microsoft Teams

2 Management strategy and start up.

2.1 The Contractor's plan for the service

2.1.1 Responsibilities of the contractor

- Inspection and Preventative Maintenance activities shall be carried out by the contractor on a weekly using own approved check sheets
- All corrective maintenance on electrohydraulic actuators, hydraulic cylinders, power pack system, scoop tanks and radiators to be conducted by the contractor
- Contractor to available when required during breakdowns of the machine, response time to be not more than 2 hours
- Contractor to offer required technical support when required
- Contractor to submit a compulsory monthly technical inspection report with finding during inspection conducted
- Inspection reports must include recommendations that should be executed on site to ensure reliability and availability of the systems.
- Contractor to conduct major overhaul of the system during outages
- Contractor to strip and remove all damaged hoses and pipes during inspection and replace them
- Contractor to provide own working tools and transport
- Contractor shall be responsible to clean prior on the area where work will be conducted

2.1.2 Weekly Inspections:

- Contractor shall Inspect and repair all oil leaks on hydraulic piping and fittings
- Contractor shall check oil level on all scoop tank and power packs and top up if required, note that contractor to provide own filling pump
- Inspect condition of all breathers on scoop tanks and power packs and replacing dirty or blocked filters
- Contractor to clean the cooling system of the scoop tanks
- Replacement and installation of any component related to the power pack system when required

- Note that in the event where riggers are required, contractor shall supply

2.1.3 Emergencies and Breakdowns

- On all emergency breakdown, the contractor shall be informed accordingly by Kendal Power Station representative
- Contractor shall be responsible for collection system from site to their facility for repairs
- Contractor shall strip and assess damages to systems
- Contractor to compile detail technical report of findings and submit the report to relevant plant system engineer
- Contractor to compile scope of repairs and list all component to be replaced
- Contractor to submit detail repair quotation to contracts manager
- It is the responsibility of the contractor to ensure that the turnaround time for repairing the items is the shortest period possible and returned to site in working condition
- All quality control processes to be followed by the contractor at their facility
- Frequent feedback between Kendal Power Station and the contractor is essential during breakdowns.
- Upon completion on repairs, the contractor shall return the unit to site for installation

2.1.4 The following tasks to be done on the power packs and hydraulic tanks during Outages and Planned Maintenance

The following tasks to be done on the power packs and hydraulic tanks during Outages and Planned Maintenance

- Remove and replace all sealing gaskets.
- Replace O-rings
- Replace fittings sealing washers.
- Strip the cooler electric motor from the system.
- Check motor windings is they are all clear and balanced, if not rewind the electric motor.
- Replace defective motor drive and non-drive end bearings.
- Secure motor connection points
- Paint the electric motor.
- Remove cooler radiators.
- Flush cooler radiators to unblock the fins for free air ways.
- Pressure tests the cooler to 2.5bars and check for any leaks.
- Cooler oil ports should be always plugged during the flushing and cleaning process to avoid foreign particles
- Contractor to sandblast hydraulic tank to remove all the rust.
- Contractor to recondition and paint the tank.
- Install new site glass.
- Strip and assess valve stack on power packs
- Service load holding blocks on power packs
- Service valve stack PRVs, replace seals and O-rings on power packs
- Service flow control valves power packs
- Service stack check valves on power packs
- Set flow control valves and PRVs on power packs
- Assemble the hydraulic scoop tank with new and serviced components i.e., serviced, and sandblasted tank, serviced hydraulic cooler, new tanks site glass, new filters, new clogging indicators, new pipes and fittings, new seals.
- Replace all pipes with new as per their sizes and pressure ratings.
- Install all new seals and O-rings on valves, fittings and sub-plate mountings.

- Fill the tank with new VG68 hydraulic oil for pressure testing.
- Connect electric motor to the coolers.
- Secure all valves mountings, electric motor, and tank frame.
- Secure all mounting bolts.
- Tighten fittings, pipes, and hoses to avoid leaks.
- Conduct function test

2.1.5 Contractor to conduct the following tasks during overhaul of the cylinders and Actuators

- Strip and assess hydraulic cylinders
- Change seals, wear rings and wipers
- Check barrel tolerances and recondition if out
- Check piston rods for score and scratch marks
- Recondition glands pistons and pushes
- Replace clevis bearings
- Assemble and test cylinder
- Pressure test and factory acceptance test

2.1.6 Quality control and house keeping

- Assure that an approved QCP is in place prior work execution when repairing items offsite
- Assure all debris are cleared from the plant after conducting work
- Scrap metal to be place on designated area
- On areas where scaffolding was erected, it must be completely removed
- Re-commission the plant upon installation of the equipment
- Contractors is responsible to transport damaged spares to the workshop
- Contractor responsible to collect and transport required spares from the workshop

2.1.7 Critical and Normal spares

- The contractor shall keep critical spares for assembly on their shelf in order to eliminate downtime resulting from long lead items

2.2 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Supply Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Toolbox Talk/Prioritization	Monday to Friday at 07:30 -	Kendal Power Station	<i>Employer, Contractor and ____</i>
Safety Hour	Tuesdays at 07:30	Kendal Power Station	<i>Employer, Contractor and ____</i>
Contract Meeting	Monthly at	Kendal Power Station	<i>Employer, Contractor and</i>
Safety Meeting	Monthly	Kendal Power Station	<i>Employer, Contractor and</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the

service. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

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

2.3 Contractor's management, supervision and key people

- 2.3.1** The *Contractor* must provide an organogram of all resources to be used in order to complete an activity as specified in each task order. The *Contractor* includes information pertaining to management, supervision and key people
- 2.3.2** It is necessary for the *Contractor* to have a Site manager or Contract Manager to manage all contract-related matters and report to site at least once a month. Such person should preferably have prior experience in contract management. Change of this person is communicated in writing within 1 (one) week of such change to the *Employer*.
- 2.3.3** The Contractors Contract Manager and Technician are both key persons and therefore, replacement of such key persons is communicated as soon as possible to the *Employer*.

2.4 Documentation control

1 The Contractor supplies and fills in a daily work diary in duplicate, containing date and time (for starting and completion), personnel's names, location of work (plant KKS number, unit/building/level) details of all work undertaken or breakdown details (if relevant) and any other relevant comments. The Service Manager or Maintenance Line Manager or Supervisor signs it off on a weekly basis.

2.4.1 The Contractor's is responsible to draw up and provide attendance registers in duplicate, as well as, risk assessments, forms, templates and any other documents in order to facilitate the service provided and provide information to the Employer. Such documentation bear the signature of all the parties involved.

2.4.2 All documentation prepared by the Contractor to enable the provision of the service is stored on site and properly filed for easy retrieval. These are made available to any of the Employer's personnel or audit personnel, upon request by the Service Manager.

2.4.3 Contract related correspondences are formally written on the letterhead format of the organisation and addressed to the relevant person. These can be e-mailed as an attachment, faxed or hand delivered. Each correspondence is referenced uniquely in the following manner:

2.4.4 All documentation issued to the Contractor must be duly checked, completed and returned to the Employer upon request or by the end of the contract period. All other documentation prepared by the Contractor must also be provided to the Employer by the end of the contract period or upon request.

2.4.5 Eskom drawings and procedures which the Contractor requires are sourced by the Contractor from the Eskom documentation centre or other relevant source.

2.4.6 All procedures, work instructions, forms and all contractual communications must be controlled for the duration of the contract.

2.4.7 The following will appear on all controlled documentation as a

2.4.7.1 title page,

2.4.7.2 page header or page footer:

2.4.7.3 Document Unique identifier

2.4.7.4 Revision number, original documents will be noted as revision 0. All subsequent revisions will be number sequentially (1, 2, 3, 4....)

2.4.7.5 Revision Date

2.4.7.6 Date when document was last changed. This date will change with each revision.

2.4.7.7 Effective Date

2.4.7.8 Date when document first came into use. This date will not change as the document is revised.

2.4.8 All contractual communications will be in the form of properly compiled letters or forms attached to e mails and not as a message in the e mail itself.

2.4.9 Inspections reports to be compiled and submitted within two weeks.

2.4.10 Data package after all the work has been finished to be submitted within one week after the repairs.

2.4.11 On completion of the contract all documents, records and files relating to the project/contract need to be submitted to the Service Manager for record keeping.

Special Requests

- a. Risk assessments must be completed before each task.
- b. Eskom Lifesaving rules to be adhered to at all times.
- c. Eskom safety meetings and regulations to be adhered to.
- d. Will comply within Eskom QC Standard's.
- e. Will comply within Eskom (WWM) work week management system.
- f. Good housekeeping to be maintained at all times (no PTW will be cleared without housekeeping inspection)
- g. Quality control plan and contract Quality plan approval process standards as per QM 58 to be used
- h. Audit on Contractor will be done on a frequent basis
- i. Contractor to make use of Eskom ablution facilities
- j. Transport to be provided by Contractor and included in cost
- k. Eskom transport procedures to be adhered to
- l. Safety (Zero harm policy)
- m. CIDB Certificate must always be valid if required
- n. PPE to be provided by Contractor for Contractor Employees, and must comply with Eskom requirements.
- o. All Contractor staff to be trained and competent to work on heights and certificates to be handed in to the Service Manager within two months of contract award.
- p. All Contractor staff to be trained and competent to work in confined spaces and certificates to be handed in to the Service Manager within two months of contract award.
- q. All welding to be done accordance to Eskom welding requirements
- r. After being called out the Contractor response time, is to be on site within 1 hours
- s. Contractor can only be called out by the Service manager or delegated

2.5 Invoicing and payment

The Z clauses make reference to invoicing procedures stated here in this Service Information. Also include a list of information which is to be shown on an invoice.

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

The *Contractor* shall address the tax invoice to

and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required)

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

2.6 Training workshops and technology transfer

Not applicable

2.7 Design and supply of Equipment

Not applicable

2.8 Things provided at the end of the *service period* for the *Employer's* use

2.8.1 Equipment

None

2.8.1 Information and other things

After each service Contractor must provide signed reports related to work executed during the contract period to the *Service Manager*. Job cards to be signed by Contractor and Eskom End-User.

2.9 Management of work done by Task Order

- The *Contract Manager* issues to the *Contractor* any information related to the *Employer's* need and circumstance surrounding forecast future work required from the *Contractor*. This information allows the *Contractor* to provide staff in a cost and efficient manner.

Emergency work

- The service may be requested verbal by the End-user instruction to undertake the emergency work. This verbal instruction is confirmed in writing in a form of Works Management work order within five (5) days from the instruction is issued.

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

The *Contractor* shall comply with the health and safety requirements contained to this Service Information.

The Contractor shall comply with the following health and safety requirements

- Eskom Safety Health procedure
- Construction regulation
- Adhere to the OHS Act 85 of 1993
- All staff will undergo Safety Induction, presented by Employer's Safety Risk Department

3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated
Contractors must comply with the following

- Environmental Management System (ISO 14001, 2004)
- National Environmental Management Act (Act 107 of 1998)
- Eskom SHEQ policy (32-727)
- Kendal Environmental Communication Procedure (*1015692)
- Kendal Emergency Preparedness Plan (*101502)
- Kendal Non – Conformance, Corrective and Preventative Actions Procedure (*1017357)
- Kendal Waste Management procedure (*1024102)
- Hazardous substance procedure (*101830)
- Eskom Flash report
- SQEQ File Index (*1027127)
- Site Inspection Checklist (*1027246)

3.3 Quality assurance requirements

Contractor's Quality Plan and Work Procedures or provide the Employer's Quality Plan if that is to be used. To ensure witness and hold points are identified generally and the document describe any requirements for QA outside the Affected Property. To indicate how the Contractor's QA documentation is to be submitted for acceptance and any conditions that need to be imposed relating to acceptance. State whether ISO compliance is a condition and if so which ISO Standard shall apply.

The Contractor shall comply with the ISO 9001 2015 Quality Management System and Employer's Quality Requirements of as specified in the Eskom QM58 document 240-515444462

4 Procurement

4.1 People

4.1.1 Minimum requirements of people employed

Kendal normal working hours are as follows:

Mondays – Thursdays: 07h15 – 16h30

Fridays: 07h15 – 12h15

Lunch breaks are 30 minutes from 12h00

4.1.2 BBBEE and preferencing scheme

The Contractor shall maintain a minimum BBBEE level 4 score for the duration of the contract.

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

The *Contractor* complies with and fulfils the *Contractor's* obligations in respect of the Accelerated and Shared Growth Initiative - South Africa in accordance with and as provided for in the *Contractor's* ASGI-SA Compliance Schedule stated below

[Insert the agreed ASGI-SA Compliance Schedule here]

The *Contractor* shall keep accurate records and provide the *Service Manager* with reports on the *Contractor's* actual delivery against the above stated ASGI-SA criteria. [Elaborate on access to and format of records and frequency of submission etc.]

The *Contractor's* failure to comply with his ASGI-SA obligations constitutes substantial failure on the part of the *Contractor* to comply with his obligations under this contract.

4.2 Subcontracting

4.2.1 Preferred subcontractors

4.2.2 Subcontract documentation, and assessment of subcontract tenders

- 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.

4.2.3 Limitations on subcontracting

The Contractor may not subcontract more than 25% of the total value of this contract. Subcontractors that are submitted by the Contractor for the approval of the Employer must have a similar or better BBBEE score than the Contractor

4.2.4 Attendance on subcontractors

4.3 Plant and Materials

4.3.1 Specifications

The Contractor shall comply with the Scope of Work requirements.

4.3.2 Correction of defects

The Contractor shall comply with the Scope of Work requirements to this Service Information

4.3.3 Contractor's procurement of Plant and Materials

4.3.4 Tests and inspections before delivery

- The Contractor shall conduct performance test after installation in the presence of the Service Manager or his/her representative according to the QCP, the end user's and functional requirements.
- All work must be inspected and approved by the Senior Technician / Supervisor before it may be covered/boxed up.

4.3.5 Plant & Materials provided "free issue" by the Employer

- a) The Employer will provide power supply, water and land for the storage of equipment and material.
- b) The Employer will supply all the necessary material required to execute the Works. Once these are handed over to the Contractor, the Contractor is responsible for ensuring safeguarding of these.
- c) Should the Contractor need to use of any of the Employer's Equipment, including compressed air, electricity, water supply and mobile crane, it must be specified by the Contractor. The Employer does not guarantee continuity of supply of any of these items.

4.3.6 Cataloguing requirements by the Contractor

Not Applicable

5 Working on the Affected Property

5.1 Employer's site entry and security control, permits, and site regulations

Employer's site entry and security control, permits, and site regulations

- a) The contractor applies for access permits for all works exceeding four (4) weeks via the Project Manager, who will co-ordinate this.
- b) The Contractor applies for Contractor's Permits for all his employees and/or subcontractors at the Security gate, at least 24 hours prior to entry of the Kendal Power Station Security Area.
- c) The Contractor completes the specific form in the Kendal Power Station Contractors Safety Manual, listing all of the personnel that he intends using on site.
- d) The completed list, identified with the Contractor's name, contains the following information:
 - Employee Name
 - Employee ID Number
 - Eskom Safety Co-ordinator signature
 - Eskom Project Manager signature
 - Validity Date
- e) No permits are issued to personnel who have not attended safety induction.

- f) The Contractor photocopies the first page of the ID book of every one of his employees; reduced to the size 65%.
- g) This completed list, together with the photocopies of the ID books is delivered to Protective Services for the preparation of the Contractor's Permits.
- h) The Contractor allows at least 24 hours for the preparation of the security permits, before he collects the permits from the Protective Services offices.
- i) The Contractor's personnel are required to be in possession of a Contractor's Permit at all times inside Kendal Power Station.
- j) All Contractors' permits are submitted back to Protective Services when the workers leave the site after completion of the works. Failure to return the permits will result in a R25,00 penalty for each non returned permit.
- k) The Contractor compiles detailed Tool Lists (obtainable from Protective Services) of all tools and equipment to be taken on site before arriving at the power station.
- l) Authorised copies of these lists are retained to be used again when the tools and equipment is removed from site.
- m) The Contractor's visitors and all personnel conform to the security arrangements that are in force at Kendal Power Station.
- n) Application forms for visitors are filled in by the Contractor's Site Manager and approved by the Project Manager, and submitted to the Employer's Protective Services office one day prior to the visit.
- o) Visitors will not be allowed on site if the necessary forms are not in the possession of security staff.
- p) The Chief Security Officer may, with valid cause, remove any of the Contractor's personnel from site, either temporarily or permanently. He may deny access to the site to any person whom, in the opinion of the said Chief Security Officer, constitutes a security risk.
- q) No unauthorised vehicles will be allowed on site. Only Contractor's vehicles with displayed Contract Vehicle Permits disks will be allowed on site. Contract Vehicle Applications are directed to the Project Manager for consideration and approval.
- r) The Contractor is restricted to the Site. The Contractor is forbidden to enter any other areas, and ensures that his employees abide by these regulations.
- s) Parking inside the power station is strictly forbidden, except for loading purposes.
- t) No recruiting of casual labour may be done on Eskom premises, including the area outside the Power Station Security Gate.
- u) Security personnel may search any premises, property or person within the security area of Kendal Power Station
- v) No Photographic equipment will be allowed within the security area of the Power Station without obtaining permission.
- w) Application forms for such permission is available from the Protective Services offices.
- x) Any person found in possession of such equipment will be prosecuted in terms of the National Key Point Act

5.2 People restrictions, hours of work, conduct and records

The *Contractor* personnel to work the same working hours as Eskom personnel which are: Mondays to Thursday's 7:00 – 16:15, and Fridays 07:00 – 12:00 and the lunch break is 12:00 – 12:30.
The labour is supplied for 173 hours per month. The *Contractor* must ensure availability of personnel for standby and call outs when required during the weekends and or after normal working hours.

It is very important that the *Contractor* keeps records of his people working including those of his Subcontractors. The *Service Manager* shall have access to them at any time. These records may be needed when assessing compensation events.

5.3 Health and safety facilities on the Affected Property

Section 3 deals with contractual H & S requirements in addition to those of the OHSA Act. This section allows the *Employer* to state what measures are to be taken on the Affected Property by describing where First Aid facilities provided by the *Employer* are located and any other emergency arrangements. Do not use if already addressed in 2.3.

The Contractor's personnel is to undergo Safety Induction Training at Kendal prior to commencement of this contract and all the relevant Documentation is to be approved by Safety Officials and the Project Manager before any activities can be started on site.

1. The Contractor shall comply with the health and safety requirements contained in SAS0012: Kendal Power Station Contractors safety manual (latest revision obtainable from the Service Manager
2. The documents are completed by the Contractor's and submitted to the Employer before taking possession of the works.
3. These documents are valid for the duration of the works.
4. The Contractor and all his personnel attend a Health and Safety Induction Course prior to starting with the works.
5. The induction course is presented by the Safety Risk Department at Kendal Power Station.
6. The Contractor makes arrangements with Safety Risk Management the Contractor submits all the documents as indicated in the Safety, Health & Environmental Specifications relevant to the work to Safety Risk Management before the induction course.
7. Training and Competency Records with regard to the skills he uses to carry out the works or any other works in the Employers premises.
8. Compensation Commissioner records and proof of registration.
9. Records and documentation with regard to any sub-contractor or labour-only contracts he places or uses to carry out the works or any other works in Employers premises.
10. Personal Protective Equipment and Safety Equipment Inspection, training and competency records and documentation.
11. Employment contracts for all sub-contractor or labour-only contracts.
12. Compliance to a Safety System, such as NOSA or any other system that is similar in nature.
13. Records of all incidents or accidents, and vehicle accidents, incurred during execution of this works or any other works in the Employers premises.
14. Records of all man-hours, including sub-contractors or labour-only contracts, the Contractor spends on the Employers premises.
15. Written Safe Work Procedures for all hazardous tasks the Contractor executes on the Employers premises.
16. A Fall Protection Plan for all elevated work the Contractor does on the Employers premises.
17. Environmental Plan and awareness training.
18. Induction training records of his staff by himself/herself.
19. Minimum wage compliance for the different skills and to which Bargaining Council compliance is made to and proof of membership, if any.
20. Risk Assessment of this type of works
21. Proof of authorisation/accreditation from Department of Labour and or other Statutory Body for this type of works, if applicable
22. Emergency Evacuation and Rescue Plan for the hazardous tasks related to the works.

Quality assurance requirements

1. All work is carried out under the supervision of an experienced supervisor.
2. The Contractor complies with the Employer's Quality Requirements as specified in Eskom Generation Standard QM58.
3. The Contractor, when using materials that require compliance with a standard specification. The Contractor shall, if so ordered, furnish the Engineer with certificates showing that the material/s do comply.
4. Where specified, materials shall bear the official mark of the appropriate standard.

5.4 Environmental controls, fauna & flora

Environmental constraints and management

1. The Contractor shall comply with the environmental criteria and constraints stated in Annexure ENVP 0016: Procedure for environmental handling of waste including redundant and obsolete equipment.
2. Refuse Disposal
3. The Employer will provide special colour coded bins for refuse disposal. The Employer will empty these bins.

4. The Contractor ensures that all workers under his control strictly adhere to the correct use of refuse bins:
1. Maroon bins:- Scrap metal only
 2. White bins: - Lagging and general household rubbish
 3. Yellow bins:- Ash, dust, coal dust and sand
 5. For the full duration of the Works, the Contractor is responsible to keep the work area clean of any rubble, and to place all refuse into the bins provided

5.5 Cooperating with and obtaining acceptance of Others

This sub-paragraph could be used to deal with two issues.

- 1) The cross reference from core clause 25.1 about cooperation generally as well as details about Others with whom the *Contractor* may be required to share the Affected Property. See clause 11.2(9) for the definition of Others.
- 2) Requirements for liaison with and acceptance from statutory authorities or inspection agencies.

5.6 Records of Contractor's Equipment

This sub-paragraph is intended to address how records are to be kept of Equipment on Site including whether it is owned or hired. Include any constraints about scaffolding, rigs, heavy lifts and cranes, including removal from the Affected Property.

5.7 Equipment provided by the Employer

Off-loading and material handling Equipment such as cranes and fork lifts are available on site and if required is to be provided by the Employer. Contractor to inform Service Manager in time should they need

5.8 Site services and facilities

5.8.1 Provided by the Employer

- a) Potable Water Supply
 - Potable water is available at the existing points.
- b) Electrical Power Supply
 - Power is available at the existing points.
 - The Contractor provides his own portable 380V electrical distribution boards, and supply cables to and from the boards, for all his power supply requirements to execute the works.
 - Contractors' Electrical Distribution Boards complies with OHSWA as referred to in the Electrical Installation Regulations and the Electrical Machinery Regulations.
 - Each board brought onto site must have a Certificate of Compliance issued by an accredited person.
 - The Contractors' electrical distribution boards are installed at the works on a time negotiated with the project manager, prior to the possession date.
 - The Employer connects distribution boards to a 380V three-phase AC power supply, only after the Contractor has submitted the valid Certificate of Compliance.
 - All Contractors' Electrical Distribution Boards are earthed to the steel structure of the plant.
- c) Toilet Facilities
 - The Contractor provides ablution facilities for its personnel.
- d) Catering Facilities
 - The Contractor are not allowed to use the Employer's dining facilities, unless a specific agreement has been made between the Contractor and Eskom Catering and Accommodation Services (ECAS).
 - The Contractor may buy take away meals from the fast foods outlet on Site.
- e) Medical Facilities
 - The Contractor provides a First Aid service to his employees and subcontractors. In the case where these prove to be inadequate, like in the event of a serious injury, the Employer's Medical Centre and facilities will be available.

- Outside the Employer's office hours, the Employer's First Aid Services are only available for serious injuries and life threatening situations.
- The Employer recovers the costs incurred, in the use of the above Employer's facilities, from the Contractor

5.8.2 Provided by the *Contractor*

The contractor should provide facilities they deem necessary in executing the work. This must be discussed with the Project Manager prior to commencement of work.

5.9 Control of noise, dust, water and waste

When *Contractor* required on site must applying appropriate PPE (dust mask and earplugs)

5.10 Hook ups to existing works

Safety requirement for hook ups to be applied all times.

5.11 Tests and inspections

5.11.1 Description of tests and inspections

- The *Contractor* shall conduct performance test after installation in the presence of the Service Manager or his/her representative according to the QCP, the end user's and functional requirements.
- All work must be inspected and approved by the system engineer and project manager before it may be covered/boxed up.

5.11.2 Materials facilities and samples for tests and inspections

To be done as per the scope of work.

6 List of drawings

6.1 Drawings issued by the *Employer*

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

No	DRAWING NUMBER	TITLE
		Drawing will be supplied as required and will remain the sole property of Kendal Power Station.