

## PART 3: SCOPE OF WORK

Document reference	Title	No of pages
	This cover page	1
C3.1	<i>Employer's Service Information</i>	16
C3.2	<i>Contractor's Service Information</i>	0
Total number of pages		17

## C3.1: EMPLOYER’S SERVICE INFORMATION

### Contents

<b>Part 3: Scope of Work</b> .....	<b>1</b>
<b>C3.1: Employer’s service Information</b> .....	<b>2</b>
<b>1 Description of the service</b> .....	<b>4</b>
1.1 Executive overview .....	4
1.2 <i>Employer’s</i> requirements for the <i>service</i> .....	4
1.3 Interpretation and terminology .....	<a href="#">554</a>
<b>2 Management strategy and start up.</b> .....	<a href="#">775</a>
2.1 The <i>Contractor’s</i> plan for the <i>service</i> .....	<a href="#">775</a>
2.2 Management meetings .....	<a href="#">775</a>
2.3 <i>Contractor’s</i> management, supervision and key people .....	<a href="#">776</a>
2.4 Provision of bonds and guarantees .....	<a href="#">886</a>
2.5 Documentation control.....	<a href="#">886</a>
2.6 Invoicing and payment.....	<a href="#">886</a>
2.7 Contract change management .....	<a href="#">886</a>
2.8 Records of Defined Cost to be kept by the <i>Contractor</i> .....	<a href="#">997</a>
2.9 Insurance provided by the <i>Employer</i> .....	<a href="#">997</a>
2.10 Training workshops and technology transfer.....	<a href="#">997</a>
2.11 Design and supply of Equipment.....	<a href="#">997</a>
2.12 Things provided at the end of the <i>service period</i> for the <i>Employer’s</i> use .....	<a href="#">997</a>
2.12.1 Equipment .....	<a href="#">997</a>
2.12.2 Information and other things .....	<a href="#">997</a>
2.13 Management of work done by Task Order .....	<a href="#">998</a>
<b>3 Health and safety, the environment and quality assurance</b> .....	<a href="#">10109</a>
3.1 Health and safety risk management .....	<a href="#">10109</a>
3.2 Environmental constraints and management .....	<a href="#">11119</a>
3.3 Quality assurance requirements .....	<a href="#">12129</a>
<b>4 Procurement</b> .....	<a href="#">131310</a>
4.1 People.....	<a href="#">131310</a>
4.1.1 Minimum requirements of people employed.....	<a href="#">131310</a>
4.1.2 BBBEE and preferencing scheme .....	<a href="#">131310</a>
4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA).....	<a href="#">131310</a>
4.2 Subcontracting.....	<a href="#">131310</a>
4.2.1 Preferred subcontractors .....	<a href="#">131310</a>
4.2.2 Subcontract documentation, and assessment of subcontract tenders .....	<a href="#">131310</a>

4.2.3	Limitations on subcontracting .....	<a href="#">131311</a>
4.2.4	Attendance on subcontractors .....	<a href="#">131311</a>
4.3	Plant and Materials .....	<a href="#">131311</a>
4.3.1	Specifications .....	<a href="#">141411</a>
4.3.2	Correction of defects .....	<a href="#">141411</a>
4.3.3	<i>Contractor's</i> procurement of Plant and Materials .....	<a href="#">141411</a>
4.3.4	Tests and inspections before delivery .....	<a href="#">141411</a>
4.3.5	Plant & Materials provided "free issue" by the <i>Employer</i> .....	<a href="#">141412</a>
4.3.6	Cataloguing requirements .....	<a href="#">141412</a>
<b>5</b>	<b>Working on the Affected Property.....</b>	<b><a href="#">151513</a></b>
5.1	<i>Employer's</i> site entry and security control, permits, and site regulations.....	<a href="#">151513</a>
5.2	People restrictions, hours of work, conduct and records.....	<a href="#">151513</a>
5.3	Health and safety facilities on the Affected Property .....	<a href="#">151513</a>
5.4	Environmental controls, fauna & flora.....	<a href="#">151513</a>
5.5	Cooperating with and obtaining acceptance of Others.....	<a href="#">151513</a>
5.6	Records of <i>Contractor's</i> Equipment.....	<a href="#">151513</a>
5.7	Equipment provided by the <i>Employer</i> .....	<a href="#">151514</a>
5.8	Site services and facilities.....	<a href="#">151514</a>
5.8.1	Provided by the <i>Employer</i> .....	<a href="#">151514</a>
5.8.2	Provided by the <i>Contractor</i> .....	<a href="#">161614</a>
5.9	Control of noise, dust, water and waste .....	<a href="#">161614</a>
5.10	Hook ups to existing works .....	<a href="#">161614</a>
5.11	Tests and inspections .....	<a href="#">161614</a>
5.11.1	Description of tests and inspections .....	<a href="#">161614</a>
5.11.2	Materials facilities and samples for tests and inspections .....	<a href="#">161614</a>
<b>6</b>	<b>List of drawings.....</b>	<b><a href="#">171715</a></b>
6.1	Drawings issued by the <i>Employer</i> .....	<a href="#">171715</a>

# 1 Description of the service

## 1.1 Executive overview

The scope of service in this contract relates to the management, supervision, labour, consumable supply, provision of equipment, administration, warehousing and storage related to the service of vacuuming and HP cleaning on all unit 1-10

The *Employer's* objectives for this contract include security of supply, economies of scale, competitive pricing, encouraging a long-term commercial relationship with the *Service Provider* based on mutual trust, commitment to common goals and an understanding of each Party's expectations and values.

The Service Provider will be expected to perform/carry out the activities stated below on unit 1-10 plants under the instruction of Outage Management and Maintenance department at Hendrina Power Station and the outputs will be used to measure the performance of the Service Provider

## 1.2 Employer's requirements for the service

### 1.2.1 Description of the service

The *Service Provider* is to supply supervision, labour, consumable supply, provision of equipment, administration, warehousing necessary to perform the Vacuum and HP cleaning during outages and for maintenance. The work is for all pant areas/Systems between unit 1 to 10 at Hendrina Power Station .

#### HP Cleaning

- *Service Provider* to supply own hoses and nozzles (look at specifications) required to do washing
- *Service Provider* to supply own water-resistant lighting and equipment.
- *Service Provider* to supply own safety harnesses.

#### Vacuum Cleaning:

- With the use of the mobile mechanical vacuum plant, flexible hoses and Labour, remove ash on the PF dust build up from the defined areas.
- Assemble vacuum plant at the basement of the associated area of the works.
- Rig all piping and the flexible hoses to the area of the works.
- Telescopic suction pipes to reach brusses and beams.
- Ensure that all piping and fittings are connected up. Ensure that water supply is adequate for proper suction.
- Manually dust al the beams, stays, braces and the associated pipework in the area of the works.
- Vacuum all the dust deposit directly into the sluiceways and PF dust into the reject bins.
- Remove all the debris from that area when the work is completed.
- Ensure that quality inspections (QIP) is signed off before removing equipment and after completion of the works.

#### Vacuum 170 ft level:

- Boiler house beams above boiler, Boiler roof above boiler, Stairway, Gratings and Handrails.

#### Vacuum 112ft to 170ft level:

- Above superheater dead spaces, all buck stays 8 off, Gas outlet ducts, Air heater cross over ductings, Stairways, gratings and handrails.

#### Vacuum 112ft level to 40ft level:

- Stairways, gratings and handrails, All I beams and angle iron structures, all buck stays 8 off,
- Above and below P>F>Burner dead spaces, All P.F. and steam pipe work including valves.

**Vacuum 40ft to basement:**

- Stairways, gratings and handrails, All I beams and angle iron structures, All P.F. and steam pipework including valves, cable racks, above P.A. fan ducting, washing of basement floor.

**High Pressure Washing:**

- Assemble machinery closer to the area of the work.
- Ensure that the correct nozzle for the works and associated piping and fittings is well connected.
- High pressure wash the area as per the procedure or instruction that will be issued together with the Task order.

**Water boxes:**

- Forward QIP and barchart before any work commences.
- QIP to be approved by Eskom before any work commences.

**Economiser Top and Bottom Banks:**

- Assist with high pressure washing with linker removals.
- Inspect that all unnecessary sludge or debris is properly washed off that area.
- Ensure that quality inspections(QIP) is signed of after completion of the works.
- Disassemble machinery after Eskom has signed of and accepted the work.

**Plant Areas/Systems where Service is required:**

- Boiler external from 170 ft to basement
- Penthouse 170 ft level
- Superheater dead spaces 112 ft level
- Attemperator dead spaces 93 ft level
- Economiser dead spaces 112 ft level
- Ash hopper dead spaces basement
- L/R Hand Economiser gas outlet ducts 112ft level
- L/R Hand Air heater outlet ducts to FFP below 112 ft level
- Inside hot air discharge chamber on the L/R Hand side of boiler 1-5 air pre-heaters (air heater landing) below 112 ft level.
- Above L/R Hand pre-heater coffin doors and gearbox drives.
- Crossover ducts.(Below air heater landing)
- L/R Hand FFP outlet ducts including the crossover ducts.
- Units 1-5 A, B, C, D, E, and F windboxes front and rear 8 levels above 40ft level.
- L/R Hand fabric filters plant cells.
- Primary air ducts (below 40 ft level.)
- Unit 6-10 Ring main ducting below 112 ft level
- Mills A-F top casings
- Mills A-F internal
- Boiler sump
- Boiler and turbine house Trenches

**1.3 Interpretation and terminology**

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
AIA	Authorised Inspections Authority
KPI	Key performance Indicators
QCP	Quality Control plan
SM	Services manager

RTS	Return to service
MSDS	Material safety data sheet

## 2 Management strategy and start up.

### 2.1 The Service Provider's plan for the service

2.1.1 The *Service Provider* submits a program for acceptance by the *Service Manager* prior to commencing with the work. The program will be updated on a weekly basis.

2.2.2 The program is in Microsoft Excel or MS Project and shall include the following:

- The hour duration of each activity,
- The working calendar (number of work-hours per day, days per week),
- The exact quantity of people per day,
- All phases and interfaces

2.2.3 The *Service Provider's* program activities must fit in with the interface activities of other *Service Providers*, and must be indicated. These interfaces must include activities such as scaffolding, lagging, electrical and instrumentation work.

2.2.4 Activities will only be recorded as complete when the quality inspection plan for the activity is returned to the *employer's representative* with all the relevant signatures, including that of the quality controller.

2.2.5 The frequency of updating is listed on the task order. More regular updating may be required on the critical path activities.

### 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:
Risk register and compensation events	Weekly on Wednesday at 10:00	<i>Pit stop boardroom</i>	Employer, Service Provider, Supervisor,
Site (Kick Off) meeting	First working day after official contract is placed at 11:00	<i>Pit stop boardroom</i>	<i>Employer's Service Team</i> , Service Provider
Early Warning Meetings	As required	<i>Pit stop boardroom</i>	Engineer, Service Provider, Supervisor and Service Manager
Overall contract progress and feedback	Monday to Friday at 08h00	<i>Pit stop boardroom</i>	Employer, Service Provider, Supervisor,

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 Service Provider's management, supervision and key people

The *Service Provider* ensures that qualified personnel are used onsite. The *Service Provider* provides a site supervisor or project manager to supervise, monitor, control and coordinate all activities during the execution of the project. Safety Officer to ensure safe and health of personnel.

## 2.4 Provision of bonds and guarantees

N/A

## 2.5 Documentation control

At the site (Kick Off) meeting to be held, the documentation is identified with an alpha numeric, which indicates source, recipient, communication number, etc.

All contractual communications are in the form of properly compiled letters or forms attached to e-mails and as a message in the e-mail itself.

The routing of all written communications will be between the Employer and the Service Provider only, any agreements between the Service Provider and any other person representing the employer which has not been routed via the Project Manager is null and void.

Any instructions written or verbal resulting in any changes to the duration, quality, cost of the service may only be received from the Service Manager

## 2.6 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Service Provider* 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 *Service Provider* shall address the tax invoice to:

Eskom Holdings SOC Limited  
Hendrina Power Station  
Accounts Payable  
PO Box X 1003  
Pullenshope  
1096

and include on each invoice the following information:

- Name and address of the *Service Provider* and the *Service Manager*;
- The contract number and title;
- *Service Provider'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)

## 2.7 Contract change management

For any changes on the contract standard, NEC forms must be used.

## **2.8 Records of Defined Cost to be kept by the *Service Provider***

The Service Provider keeps records of all equipment and people employed on site which the Employer has access to at any time in order to access compensation events for the period of this contract

## **2.9 Insurance provided by the *Employer***

Refer to the TSC3 Core Clause 83.1

## **2.10 Training workshops and technology transfer**

The Service Provider will be required to attend Plant safety regulations within 3 months after the contract is awarded and refresher course and other courses related to his work.

## **2.11 Design and supply of Equipment**

N/A

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

### **2.12.1 Equipment**

N/A

### **2.12.2 Information and other things**

N/A

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

The execution of works to be handled by the use of a task order according to the price listing stipulated on this contract

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

#### 3.1 Health and safety risk management

The *Service Provider* is to ensure that all his personnel attend a Health and Safety Induction Course presented by *Employer* daily from 09:00 to 11:00, free of charge prior to commencement of any *works*. This is a two (2) hour course and is valid for the duration of one (1) year at Hendrina Power Station.

- (a) The *Service Provider* works strictly to regularly updated risk assessment.
- (b) The *Service Provider* ensures supervised and authorised entry into the plant.
- (c) The *Service Provider* barricades the entire perimeter of the site.
- (d) The *Service Provider* ensures at all times compliance with the safety regulations imposed by any act of parliament, or any regulation or by law of any statutory authority.
- (e) The *Service Provider* complies with the Occupational Health and Safety Act and Regulations, 1993 and all regulations made there under as well as the *Employer's* safety and operating procedures.
- (f) The *Service Provider* acknowledges that he is fully aware of the requirements of all the above and undertakes to employ people who have received sufficient training that they can comply therewith.
- (g) The *Service Provider* undertakes not to do, or not to allow anything to be done which will contravene any provisions of the act, regulations or operating procedures.
- (h) All employees of the *Service Provider* must attend a safety induction course before they are allowed to work on site. It is the responsibility of the *Service Provider* to ensure that all employees have attended the safety induction.
- (i) The *Service Provider* holds a Toolbox Talk and inspects all PPE before any work commences and keep written proof of such actions.
- (j) The *Service Provider* complies with all of the applicable procedures as required by the *Employer*, Procedures available from the *Employers* Documentation Centre on request.
- (k) The *Service Provider* complies with the health and safety requirements contained in Appendix A, B, C and D to this Works Information.
- (l) The *Service Provider* familiarizes himself with all permit requirements for work to be done on all plant systems and ensures that permits are applied for accordingly. The *Consultant* specifically addresses all risks related to work in any area by means of a written and approved risk assessment, which is compiled in liaison with the *Employer*
- (m) The following risks have been identified by the *Employer*, and the *Service Provider* shall include these in his risk assessment:
  - Injury caused by hand tools
  - High noise level
  - Falling when working at heights
  - Welding which may result in burning
  - Movement of stairs while walking
  - Falling into open trenches while walking
  - Ash and Pulverize dust
- (n) Any tampering with the *Employer's* fire equipment is strictly forbidden

- (o) All exit doors, fire escape routes, walkways, stairways, stair landings and access to electrical distribution boards must be kept free of obstruction, and not be used for work or storage at any time. Firefighting equipment remains accessible at all times
- (p) In case of a fire, report the location and extent of the fire to the Electrical Operating Desk at extension 5555
- (q) Take the necessary action to safe guard the area to prevent injury and spreading of the fire
- (r) *Employer* provides the *Service Provider* with the baseline risk assessment to use it as a minimum requirement to compile a risk assessment identifying all the risks before the implementation commences, the risk assessment compiled by the *Service Provider* will clearly show all the mitigating strategies in order to minimize all the possible risks.

The *Service Provider* shall comply with the health and safety requirements contained in Annexure \_\_\_\_\_ to this Service Information.

### 3.2 Environmental constraints and management

The Service Provider ensures that all equipment used in the designs conform to all applicable environmental legislation

The Service Provider adheres to the Employer's Environmental Management System that must meet the requirements for the Code of Practice for Environmental Management Systems (EMS), ISO 14001:2004

The EMS requirements are detailed in the latest revision of the following documents, which are available from the Project Manager on request, and include:

- The Hendrina Power Station Environmental Policy (HSPPPIN005)
- The Environmental Emergency Preparedness Procedure (HSPPIN032)
- The Prevention & Cleaning of Oil Spills Procedure (HSPPON003)
- The Waste Management Procedure (HSPPIN003)
- The Roles and Responsibilities Procedure (HSPPIN028)
- The EMS Non-Conformance, Corrective and Preventative Action (HSPPIN034)
- The relevant Environmental Management Programmes (EMP's) and Aspects on the Environmental Management System (EMS) database - this is continually changing and is available from the Employer's Representative
- Compliance to all relevant environmental legislation, as detailed in the latest version of the Hendrina Power Station Legal Register available from the Employers Representative
- All operational procedures that include environmental requirements, relevant to the Works Information or Scope of this contract

The Service Provider is responsible to comply with any new environmental requirements, relevant to the Works Information or Scope that may come into effect as part of Employer's EMS during the duration of this contract

The Service Provider is responsible to ensure representation at Environmental meetings that may require input for the updating of the EMS as well as training on an ad-hoc basis

If there is uncertainty around any environmental issues, the Employer's Environmental Department may be contacted on (013) 296 3011 or (013) 296 3910 or (013) 296 3013

The *Service Provider* shall comply with the environmental criteria and constraints stated in Annexure \_\_\_\_\_

### **3.3 Quality assurance requirements**

All Quality Control Documentation are submitted to the Project Manager within 14 days after contract date or on the start date, whichever is earlier, and the test certificates to be submitted from each relevant test

The Service Provider obtains pre-approval from the Employer for all design drawings before installation

The Employer carries out random and scheduled inspections on the plant

The Service Provider complies with the Employer's Quality Requirements as specified in Eskom Generation Standard (GGS 0462) and the QM-58.

## 4 Procurement

### 4.1 People

#### 4.1.1 Minimum requirements of people employed

The *Service Provider* is responsible for the provision of accommodation, meals and transport of his own personnel. The cost is included on the hourly rate.

The supply of the following personnel:

- Site Manager
- Supervisor
- Safety officer
- Skilled person

#### 4.1.2 BBBEE and preferencing scheme

To be added

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

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

[Insert the agreed ASGI-SA Compliance Schedule here]

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

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

### 4.2 Subcontracting

#### 4.2.1 Preferred subService Providers

In accordance to NEC clause 26

#### 4.2.2 Subcontract documentation, and assessment of subcontract tenders

In accordance to NEC clause 26

#### 4.2.3 Limitations on subcontracting

*SubService Providers* complies with this contract and act in accordance to this contract.

#### 4.2.4 Attendance on subService Providers

*SubService Providers* complies with this contract and act in accordance to this contract.

### 4.3 Plant and Materials

**4.3.1 Specifications**

Employer’s Health And Safety Requirements	
Occupational Health And Safety Act, Number 85 Of 1993	OHS Act 85 Of 1993
Quality Requirements For Engineering And Construction Works	ESKASAAA3: Rev 0
Plant Safety Regulations	OPR 3305
SABS Quality Standards	SABS ISO 9000
Occupational Hygiene	NWS 1489
Commissioning	NWS 1007/P
Accident Prevention Activity Report	NWP 5051

**4.3.2 Correction of defects**

The Service Provider remains responsible for the defect corrections which resulted from him performing work on the specific plant area. The correction period is 52 week

**4.3.3 Service Provider’s procurement of Plant and Materials**

*Service Provider* provides all material and tools to complete the works.

**4.3.4 Tests and inspections before delivery**

The Service Provider

- Maintains an effective quality management system in accordance with requirements of the latest ISO – 9001/2015 so as to ensure and demonstrate that goods and services conform to the specified requirements.
- Submits all certificates and test results before any work can proceed

**4.3.5 Plant & Materials provided “free issue” by the *Employer***

- Fork lift
- Scaffold
- Electricity
- Crane
- Raw water

**4.3.6 Cataloguing requirements by the *Service Provider***

N/A

## 5 Working on the Affected Property

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

Service Provider appoints people to attend Employer's Authorised Supervisor and Responsible Person Course. No work will commence without an accredited Authorised Supervisor and accredited Responsible Person on site. Allow a minimum of 4 weeks for authorisation. The Employer provides training free of charge

### 5.2 People restrictions, hours of work, conduct and records

Restrictions and hours of work may apply on some Sites. It is very important that the Service Provider keeps records of his people on Site, including those of his SubService Providers which the Project Manager or Supervisor have access to at any time. These records may be needed when assessing compensation events.

### 5.3 Health and safety facilities on the Affected Property

The Service Provider is provided with an on-site Medical Centre for 1st aid and minor injuries.

### 5.4 Environmental controls, fauna & flora

As per the *Employer's* procedure: The Hendrina Power Station Environmental Policy (HSPPPIN005)

### 5.5 Cooperating with and obtaining acceptance of Others

Only the Employer will at times be part of the project work areas, no other Service Providers will be involved

### 5.6 Records of *Service Provider's* Equipment

The Service Provider keeps records of all equipment on site which the *Employer* has access to at any time in order to access compensation events for the period of this contract.

### 5.7 Equipment provided by the *Employer*

The Employer provides crane and forklift upon 24 hours request made by the Service Provider.

### 5.8 Site services and facilities

#### 5.8.1 Provided by the *Employer*

Employer supplies, free of charge, reasonable quantities of potable water required for the purposes of this contract from the existing points. The Service Provider provides, at his own cost, all connection fittings, pipe work, temporary plumbing, and pumps necessary to lead the water from the Employer's points of supply to the various points where it is required.

Power is available at the existing points. The Service Provider 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. The Service Providers' Electrical Distribution Boards shall comply with OHSAs as referred to in the Electrical Installation Regulations and the Electrical Machinery Regulations. Each board brought onto site has a Certificate of Compliance issued by an accredited person.

The Service Providers' electrical distribution boards are installed at the works on a time negotiated with the Supervisor, prior to the possession date. The Employer connects distribution boards to a 380V three-phase AC power supply, only after the Service Provider has submitted the valid Certificate of Compliance. All Service Providers' electrical distribution boards are earthed to the steel structure of the plant.

The Employer provides the Service Provider access to identified existing ablution facilities.

The Service Provider maintains the site to meet the requirements of the health and safety requirements as per the requirements of the Project Manager. The Service Provider restores the site to its original state i.e., clean and no rubble. Inspection is held by the Project Manager and signed off.

**5.8.2 Provided by the Service Provider**

The Service Provider to bring whatever deemed necessary to complete the works

**5.9 Control of noise, dust, water and waste**

As per Employer's Environmental procedure specified on section 2.4 above.

**5.10 Hook ups to existing works**

As per Employer's working at heights procedure

**5.11 Tests and inspections**

**5.11.1 Description of tests and inspections**

N/A

**5.11.2 Materials facilities and samples for tests and inspections**

N/A
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## **6 List of drawings**

### **6.1 Drawings issued by the *Employer***

N/A