

	Works Information	Outage Department
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PART C3: SCOPE OF WORK

C3.1: EMPLOYER'S SERVICE INFORMATION

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1. Description of the service

1.1. Executive overview

Eskom Grootvlei Power Station requires services of a service provider that will assist during the execution of philosophy outages and whenever Eskom sees a need for a period of 36 months on an “as and when required basis”, the skills required are listed below.

The purpose of this project is to appoint a consulting agency, to provide additional staff that will assist in the day to day execution of Grootvlei Power Station various activities.

Outage Safety Officers X 2

Outage Quality Controllers X 2

Welding Administrators X 1

Outage Planner X 1

Outage Technicians X 4

C&I Technicians X 2

Outage Commissioning Operators X 2

Outage Senior Clerk X1

Requirements

Minimum Qualification Requirements

Safety Officer: National Diploma (3 years’ experience) / B-Tech Degree (2 years’ experience) Environmental Health OR

National Diploma (3 years’ experience / B–Tech Degree (2 years’ experience) Safety Management.

Key performance areas

- Facilitate multifunctional disciplinary work groups to compile risk specific occupational safety, health and environmental risk assessments and audit processes.
- Implement, enhances and maintains occupational safety, health and environmental programs within the parameters of legal requirements, ISO,OHSAS and best practice.
- Provide professional advice and guidance on occupational safety, health and environment.
- Analyse and assess the business needs with respect to hygiene risks, implement and monitor control measures.
- Develop and implementing of safety, health, and environmental audits.
- Compile accurate projections on the integrated safety risk and ensure legislative and business risks created by accidents are managed.
- Develop and advise on implantation and evaluating the life style of risk Management processes and projects.
- Development, implementation and monitoring of occupational safety, health and environmental standards and procedures.

Quality Controller: National Diploma (Technical) plus 3 years power plant experience.

Key performance areas

- Co-ordinate and control quality control activities
- Assist with the development of QCP based on a SOW
- Perform physical inspection on Maintenance and Outage activities.
- Perform off-site inspection as per approved QCP
- Data book review
- Perform quality administrative activities
- Do stand by as per approved stand by roaster.

Welding Administrator: N3 Technical, Trade Test, 5 years power station experience and a welding inspector level 2 certificate (SAIW Certification).

Key Performance Areas

- Perform quality assurance function during welding.
- Ensure that all welding and related activities are performed in accordance with the relevant standards.
- Ensure compliance to welding quality requirements which includes storage and handling of welding consumables, parent materials, material identification, quality records etc.
- Ensure that proper documentation and records of welding documents/register which includes PQR, WPS, etc are kept in the repair package that the Boiler Serv Contractor or any Service Provider providing similar activities will issue to Eskom for safe keeping.
- Provide expert welding advice to the Pressure Parts System Engineer in developing the repair scope of work.
- Perform Quality administrative activities
- Perform physical inspection on Maintenance and Outage activities.
- Perform off-site inspection as per approved QCP
- Data book review
- Do stand by as per approved stand by roster.
- Assist with the development of QCP based on a SOW
- Co-ordinate and control quality control activities

Outage Planner: National Diploma (Project Management / Technical) plus 2 years power station experience OR N3 plus Trade Test, plus 7 years' experience.

Operating Primavera Certificate

Key performance areas

- Define outage preparation and execution planning.
- Manage the integrated outage schedule on PRIMAVERA.
- Determine outage readiness for execution.
- Assess outage effectiveness.

Outage Technicians (2 Mechanical, 2 Electrical): National Diploma (Engineering) Technical

3 years power station experience OR N6 Diploma Technical plus 3 years power station experience OR N3 Certificate Technical & Trade Test plus 5 years' experience.

Eskom Project or Outage Management experience and qualification will be an added advantage.

Skills and Competencies required (including internal training)

- Communication skills
- Analytical skills
- Diagnostic skills
- Computer literacy
- Regulations ORHVS and PSR
- NEC
- Coaching and Quality control.

Key performance areas

- Project planning
- Project control on cost, time and quality
- Project contract management
- Project coordination and team management
- Programme Safety Health and Environmental Quality (SHEQ)
- Project communication and reporting
- Project Material Supply
- Project commissioning

Control & Instrumentation Technicians - Minimum Qualifications & Experience

National Diploma C&I - 3 years Eskom Power Station experience OR Trade Test plus N3 and 5 years' experience.

- Maintain optimisation of allocated system
- Verify that correct components/spares/service etc are procured
- Assist with modifications to improve plant reliability
- Perform project/contract supervisor activities
- Comply with permit to work system
- Investigate and analyse return to work documents
- Identification and testing of faulty components/equipment and record results, initiate and OR repair faulty components/equipment
- Writing and submission of comprehensive reports detailing problems, possible solutions and alternatives with cost justification
- Setting up and adjust components/equipment installed according to specification
- Perform QC activities

Plant Operators: Minimum Qualification & Experience

Grade 12/ N3 certificate - 3 years Eskom Power Station experience

Key performance areas:

- Carry out frequent inspections and complete plant check sheet.
- Submit detailed notifications on any item of plant that may require attention to relevant supervisor.
- Operate plant in accordance with laid down procedures and instructions.
- Isolation / de-isolation plant, carry out any duties as instructed.
- Check that tools and safety equipment are stored safely and correctly.
- Clean work area.
- Clean spillage of minor nature or request assistance for major spillage.
- Perform first line fault finding on plant and take corrective actions.
- Assist main control room with routine plant testing.
- Check activities, Coach staff and assist with problems.

Senior Clerk Data control X1: Grade 12/N3, 3 years' of experience in related field.

The job mission / purpose of a Senior Clerk Data control is to co-ordinate and control SAP PM Master data and provide administrative support.

Key Performance Areas:

- Co-ordinate master data integrity and change control
- Render SAP PM Support and training:
- Assist with stock optimisation
- Contributing in ensuring proper updates of material bills
- Updating the maintenance key performance indicators (KPIs) presentation(s)
- Perform various administrative duties

Skills/Competencies required including internal training

- Knowledge of maintenance processes.
- Ability to use maintenance computerised systems
- Knowledge of Database Basics and Appropriate Applications
- Knowledge of office techniques
- Communication Skills
- Computer Literacy
- Coaching Skills

1.2 Employer's requirements for the service

The *Contractor* is responsible for providing skills mentioned in the service information on an as and when required basis in Grootvlei Power. The contractor shall be responsible for:

- Attending meetings when required
- Staffing and management
- Ensure compliance with OSHAct and national standards
- Ensure compliance with Eskom policies and procedures
- Compliance to all legal requirements

All *Contractor* Employees will be required to work overtime (Normal overtime including Saturdays and Sunday overtime including Public holidays) whenever it is deemed necessary by the *Employer*:

Overtime worked per employee shall not exceed the stipulated hours listed in the pricelist.

1.3 General Requirements

The Agency shall:

1. Recruitments – give first preference to qualifying candidates around Dipaleseng area.
2. Remuneration – remunerate the employees every month as per the contract agreement
3. Ensure that work continues with no disruptions even if an employee is off site for that particular day.

The *Contractor* employees during the period they are at Eskom Grootvlei site will start work at 7:15 in the mornings and finish at 16:30 in the afternoons, Monday to Thursday, on Fridays 07:15 to 12:15.

Certain Employees as listed in point 1.2 above (*Employers* Requirements) will be required to work pass this time (including weekends) when a need arises.

Employees to be compensated for overtime work as per the basic conditions of employment act.

The *Employer* reserves a right to re-interview/re-assess employees whenever a need arises.

Should an employee be found not to be performing according to expectations, the *Employer* may request the employee to be removed from site and be replaced by a suitable candidate.

1.4 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
OBL	Outside battery limits
PSR	Plant Safety Regulations
ORHVS	Operating Regulations for High Voltage Systems
OHS	Occupational Health and Safety
SHEQ	Safety, Health, Environment and Quality

2 Management strategy and start up.

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

The *Contractor* shall submit a project schedule whenever a need arises.

2.2 Management meetings

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Kick off meeting	Once off after contract placement	Grootvlei Power Station	<i>Employer, Contractor</i>
Daily planning and feedback meeting	Daily	Grootvlei Power Station	<i>Employer, Contractor Employees</i>
Monthly Contract Meeting	Monthly	Grootvlei Power Station	<i>Employer, Contractor</i>
SHE statutory meeting	Monthly	Grootvlei Power Station	<i>Employer, Contractor</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

Contractors Management shall be available for all meetings related to this contract whenever a need arises and they shall be available to their employees.

2.4 Documentation control

The *Contractor* shall provide the following documentation:

- Quality control plan
- Environmental plan
- Safety plan
- Training matrix

And all other related documents that may be required by the *Service Manager*.

2.5 Invoicing and payment

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 Contract change management

Proper change management process according to NEC3 TSC shall be followed whenever there is a change. Core Clause (Compensation Events) applies.

Refer to clauses 60, 61, 62, 63, 64, 65 in the NEC3 TSC book.

2.7 Insurance provided by the *Employer*

As stated for "Format TSC3" available on
[http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_
From_1_April_2014_To_31_March_2015.aspx](http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx)
(See Annexure A for basic guidance).

2.8 Training workshops and technology transfer

Internal training will be provided by the *Employer*. All other required/ related training eg. HIRA shall be provided by the *Contractor*.

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

2.9.1 Equipment

All the equipment, surplus plant and Material provided by the *Employer* shall be returned to the *Employer* at the end of the service period (*refer to clause 70.2 NEC TSC3*).

2.9.2 Information and other things

All the related service information shall be shared with the *Employer* (*refer to clause 70.2 NEC TSC3*).

2.10 Management of work done by Task Order

Task order clause applies; refer to X19 on the NEC3 TSC. Task order will be issued before the commencement of the works.

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

The *Contractor* shall adhere to all OHS Legal requirements, OHS corporate policies, standards and procedures to which Eskom subscribes and as indicated on the issued SHE specification.

The *Contractor* shall, when coming on site (Grootvlei Power Station), abide by the Cardinal Rules. These will be provided by the *Employer* on the start of the contract.

The *Contractor* shall also abide by the Grootvlei's Safety, Health and Environmental Specifications for Contractors Procedure, 240-30008949, which will also be provided by the *Employer*.

The *Contractor* shall, when coming on site (Grootvlei Power Station), make use of approved personal protective clothing such as overalls, safety shoes, safety hat, safety goggles, dust mask and gloves when necessary.

The *Employer* follows an accident prevention policy that includes the investigation of all accidents involving personnel and property. This is done with the intention of introducing control measures to prevent a recurrence of the same incidents. The *Contractor* is expected to fully co-operate to achieve this objective. The *Contractor* will report any incident and accidents to Grootvlei Power Station within 24 hours. This report does not relieve the *Consultant* of his legal obligation to report certain incidents to the Department of Labour, or to keep records in terms of the Occupational Health and Safety Act, and Compensation for Occupational Injuries and Diseases Act.

The *Contractor* implements a safety plan and maintains the safety system until the completion of the whole of the works. The plan, will as a minimum, contain PPE information, written safe work procedures, job specific risk assessments, safety meetings, etc. The plan will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work.

The *Contractor* will be subject to periodic audits by the *Employer* in order to ensure compliance with the plan. Any deviations will be corrected to the *Employer's* satisfaction.

The *Service Manager* has the right to stop the *Contractor's* work activities which, in the opinion of *Service Manager*, is un-safe. The *Contractor* may only continue with work activities when all safety deficiencies have been corrected to the *Service Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

a. Environmental constraints and management

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

The *Contractor* shall comply with the environmental criteria stated in the Environmental requirements provided.

3.3 Quality assurance requirements

The *Contractor* shall adhere to ISO 9001 quality requirements eg. Quality plan/manual, quality control plan and work procedure.

The *Contractor* shall comply with the quality criteria stated in the quality requirements provided.

4. Procurement

4.1 People

4.1.1 Minimum requirements of people employed

Foreign employees shall have approved and valid South African work permits. All employees shall have minimum requirements as prescribed in the service information provided. Preference shall be given to residents of Dipaleseng area provided they meet the minimum requirements.

4.1.2 BBBEE and preferencing scheme

BBBE requirements are specified in the Supplier Development and Localisation

Target Setting document.

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

N/A

4.2 Subcontracting

4.2.1 Preferred subcontractors

None

4.2.2 Subcontract documentation, and assessment of subcontract tenders

N/A

4.2.3 Limitations on subcontracting

Subcontracting not feasible.

4.2.4 Attendance on subcontractors

N/A

4.3 Plant and Materials

4.3.1 Specifications

Contractor employees will use Eskom plant and material where a need arises but should provide their own transport.

4.3.2 Correction of defects

Contractor employees shall ensure that they do quality job at all times to ensure there are no defects. The *Contractor* shall correct the defects as per the *Employers* instruction where applicable.

4.3.3 Contractor's procurement of Plant and Materials

N/A

4.3.4 Tests and inspections before delivery

N/A

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

The employer will provide plant for use by *Contractor* employees, the *Contractor* shall ensure that employees are trained and competent on handling such plant/equipment before using it. Eskom internal training will be provided but the external training shall be provided by the *contractor*.

4.3.6 Cataloguing requirements by the *Contractor*

N/A

5 Working on the Affected Property

The access form will be provided by the *Employer* which stipulates the boundaries.

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

The *Contractor* shall adhere to site access control requirements; this will be explained during Site Inductions.

5.2 People restrictions, hours of work, conduct and records

Contractor employees shall work according to the stipulated hours in the scope of work or as agreed by the Service Manager and the *Contractor*.

5.3 Health and safety facilities on the Affected Property

The *Contractor* shall comply with Health and Safety requirements.

5.4 Environmental controls, fauna & flora

N/A

5.5 Cooperating with and obtaining acceptance of Others

The *Contractor* co-operates with others in obtaining and providing information which they need in connection with works. Refer to clause 25.1.

5.6 Records of Contractor's Equipment

N/A

5.7 Equipment provided by the Employer

Personal Protective Equipment and plant machinery for use by the *Contractor* employees will be provided by the *Employer*.

5.8 Site services and facilities

5.8.1 Provided by the Employer

The *Employer* will provide services such as offices, kitchen and furniture, and ablution facilities and inductions.

5.8.2 Provided by the *Contractor*

Accommodation

Transport

SHEQ requirements

Training

Laptops

5.9 Control of noise, dust, water and waste

The *Contractor* shall manage waste accordingly and always use appropriate Personal Protective Equipment. Eskom will provide inductions to all *Contractor* employees involved in this contract and this part will be explained in detail.

5.10 Hook ups to existing works

The *Contractor* shall adhere to Eskom Cardinal Rules; they will be explained in detail during site inductions.

5.11 Tests and inspections

5.11.1 Description of tests and inspections

The *Contractor* employees shall do inspections and tests related to their scope of work.

5.11.2 Materials facilities and samples for tests and inspections

Contractor employees shall do inspections in all the plant areas covered under their scope.

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. Not applicable at this stage, however whenever a need arises the *employer* shall provide.

Drawing number	Revision	Title