
	MATLA POWER STATION SCOPE OF WORK	Document Identifier	14593	Rev	6
		Effective Date	March 2023		
		Review Date	March 2026		

PLANT AREA Matla Power Station					
TITLE: Five Years Maintenance and operation of all HVAC systems at Matla Power Station and Kriel Properties					
REF: MEA-06829		Reference Rev No:1		MULTIDISCIPLINARY: No	
				Plant Level: All	
COMPILED BY	Name: Bonginkosi Mathe Senior Engineer, Auxiliary Engineering	Signature	Date		03/10/2023
APPROVED	Name: Gavin Phelelo Auxiliary Engineering Manager	Signature	Date		03-10-2023
APPROVED	Name: Lindokuhle Ngobese Group Manager Engineering	Signature	Date		09/10/2023
REVIEWED	Name: I. K. ... Quality Department	Signature	Date		10/10/2023
REVIEWED	Name: ... Occupational Health and Safety	Signature	Date		
REVIEWED	Name: Thando Zungu Environmental Department	Signature	Date		10/10/2023
ACCEPTED	Name: Suping Lesikara Outage Manager/Maintenance manager	Signature	Date		11/10/2023
ACCEPTED	Name: AIA	Signature	Date		

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NB: Do not tamper with the template.

GENERAL


- Data books, reviews, reports, and diagrams/drawings shall be submitted to Engineering after the completion of the work Engineering to forward the data books to Quality Department (Document Control)
- All QCP's to be submitted to Engineering and Quality for approval prior to outage/project or maintenance work commencement

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
1 1	Occupational Health and Safety	<ul style="list-style-type: none"> • Health and safety file should be approved by Safety risk management department prior to any work commences on site • All work is to be done in accordance with OHS Act 85 of 1993, Matla plant procedures and Plant Safety Regulations (240-150642762) • Matla power station SHEQ induction must be done before access to site can be granted • The contractor should ensure that all employees have acquired the required competency for the task they are performing • The contractor to ensure compliance to updated legal requirements and other requirements 	Eskom to witness	Contractor

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1 2	Environmental Management	<ul style="list-style-type: none"> All activities listed in the National Environmental Act 107 of 1998, EIA Regulations as amended, must have environmental AUTHORISATION before commencement of work The contractor shall comply with all applicable legal and other requirements The polluter pays principle will be applied The contractor manager shall ensure compliance with Eskom Matla Environmental procedures to ensure the prevention of pollution (refer OMOP 4090 and 4402) The last payment will be processed based on the status of the last housekeeping check sheet (Annexure C OMOP 4402) of designated area EMS file based on ISO14001 will be required 	Eskom to witness	Contractor
1 3	Quality Management	<ul style="list-style-type: none"> The contractor/executioner of work will be responsible for drawing up all QCP documentation and this must be approved by engineering and authorised by the Quality Department before commencing with the work Contractors/executioner to adhere to QM 58 and OMOP4497 requirements Number of NCR issued can affect your next tendering process The QCP shall be signed progressively by the Engineer/Supervisor, Eskom QC Inspector, Contractor QC Inspector and/or AIA No procuring of outage items without the approval of scopes by quality 	Hold point	Contractor

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		<ul style="list-style-type: none"> All outage scopes creep and scopes addition should be approved by quality No contractor should be in the possession of scopes for execution without the scopes approved by quality The contractor is subjected to quality auditing at any point in time during execution of scope 		
1 4	Inputs from other departments			
1 5	Commissioning reference			

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
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	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
2 1	<p>The scope is for the preventative and corrective maintenance and continuous operating and monitoring of all heating, ventilation and air conditioning (HVAC) systems (including filter maintenance and pressurizing fans) at Matla Power Station and Kriel Properties. The scope is inclusive of the maintenance of the following equipment which support the functioning of HVAC plants</p> <ul style="list-style-type: none"> a) Dx AHUs and Condensers b) Dx split A/C units (midwall, underceiling, floor standing, ducted, etc) c) Chilled Water AHUs d) Cooling Towers e) Condenser water pumps and motors f) Chilled Water pumps and motors g) Air Cooled Chillers h) Fans (Axial fans, centrifugal fans, propeller fans) 	<p>STANDARDS</p> <p>The tenderer complies to all standards governing the design and installation, commissioning, maintenance and operation of HVAC systems including however not limited to</p> <ul style="list-style-type: none"> a) ISO 9001 Quality Management Systems b) OHS ACT Occupational Health and Safety Act, Number 85 of 1993, c) SANS 10147 2014 – Refrigerating systems, including plants associated with air-conditioning systems d) SANS 10173 2003 – The installation, testing and balancing of air-conditioning ductwork e) SANS 1238 2005 – Air-conditioning ductwork f) SANS 1125 2004 – Room air conditioners and heat pumps g) SANS 121 Hot dip galvanized coatings on fabricated iron and steel articles - Specifications 	Hold	Contractor

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	i) Control panels controlling HVAC equipment j) Electrical panels powering HVAC equipment k) Ducts, dampers, filters, etc l) Refrigerant driers m) Water treatment plant system or dosing system n) Water make-up system o) All instrumentation, sensors, thermometer, gauges, flow switches, etc All equipment required for functioning of HVAC system is included in this scope. The battery limit is the bulk power supply, water supply, to the HVAC equipment which comes from outside the premises or HVAC plantrooms or equipment	and test methods h) 240-53665024 Engineering Quality Manual i) 240-70164623 Design Guideline for HVAC in the Eskom Coal Fired Power Station j) 240-102547991 Eskom General Technical Specification for HVAC Systems		
2 2	Provide preventative and corrective maintenance and continuous operating and monitoring of all heating, ventilation and air conditioning (HVAC) systems (including filter maintenance and pressurizing fans) at Matla Power Station and Kriel Properties	<u>The following HVAC systems are included:</u> 1 UNIT 1 – 6 MAIN PLANT These areas consist of fans, Dx AHUs + Dx condensers, Fresh Air Units, ducts and split A/C units	Hold	Contractor
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	<p>The Employer amends the list as and when necessary and the Contractor provides the service to all HVAC plant which the Employer requires. The installation, repair and replacement of split units in offices and buildings are the contractor's responsibility, but the installation of all new HVAC plant is excluded.</p>	1 Equipment room A 2 Equipment room B 3 Control room A 4 Control room B 5 Computer room A 6 Computer room B 7 MV/ LV Room A 8 MV/ LV Room B 9 PTM Offices 10 C&I Workshops 11 Battery Rooms 12 DC room Switchgear		
		<p>2 UNIT 1 – 6 AUXILIARY PLANT</p> <p>These areas consist of fans, Dx AHUs + Dx condensers, Fresh Air Units, ducts and split A/C units</p> 1 Workshop 2 Cleaner station offices 3 Battery room 4 EMD Workshop 5 C&I 6 EMD Tearoom		

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		<div>7 IBU 3&4 Offices</div> <div>8 Offices</div> <div>9 Rotek Offices</div> <div>10 Rotek Tearoom</div> <div>11 Training</div> <div>12 Steiner</div> <div>13 FOB</div> <div>14 7 in 1 Control Room</div> <div>15 7 in 1 Server Room</div> <div>16 PA and TA system room 22 m level</div> <div>3 WATER PLANT NORTH</div> <div>1 Water Treatment Plant North Substation</div> <div>2 UPS room</div> <div>3 Substation North</div> <div>4 WATER PLANT SOUTH</div> <div>1 New DC room (UPS and charger)</div> <div>2 Main Water Treatment Plant building (Fans)</div> <div>5 MEDICAL CENTRE</div> <div>1 Equipment installed in this area consist of dx AHU</div>					
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		<p>and condenser, fans, domestic dx split A/C units</p> <p>6 UNIT 1 – 6 CPP PLANT</p> <p>Equipment installed in these areas consists of air cooled chillers, dx condensers with fans, pumps, and piping</p> <ul style="list-style-type: none"> 6 off these buildings consisting of 2 primary pumps, 2 secondary pumps, one chiller linked dx condensers with fans and liquid receivers <p>7 MESS</p> <p>Equipment installed in this area are dx split A/C units of different types, namely floor standing and midwall and extraction fans for kitchen canopies</p> <ol style="list-style-type: none"> Administration Office Mess Dining Room Contractors Mess Lekgotla Conference Room Lekgotla Dining Room Lekgotla Serving Area Mess Cold Room Mess Freezer Room 		
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		<p>9 Bambanani Conference room</p> <p>8 SLURRY PLANT</p> <p>Equipment installed in this area dx split A/C units and air cooled chillers linked to chilled water AHUs</p> <p>1 Chiller Plant</p> <p>2 Offices</p> <p>3 Control room</p> <p>4 Equipment room</p> <p>9 SLURRY PLANT WORKSHOP</p> <p>Split A/C units are installed in this area</p> <p>1 Board Room</p> <p>2 Offices</p> <p>10 CPP CONTROL ROOMS</p> <p>Dx split A/C units are installed in these areas</p> <p>1 Unit 1 – 6</p> <p>11 ENGINEERING BUILDING</p>					
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		Split A/C units are installed in this area 1 Offices 2 Computer room 3 Board Room 12 FIRE STATION Split A/C units are installed in this area 1 Offices 13 OP MMD OFFICES Split A/C units are installed in this area 1 Offices 14 CHEMICAL SERVICES Split A/C units are installed in this area 1 Offices		
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		15 LABORATORY Dx AHUs and condensers, split A/C units, fume cupboard extractions fans are installed in this area 1 Boardroom 2 Offices 16 DUST PLANT. OFFICES Split A/C units are installed in this area 1 Offices 17 FUEL OIL BURNER (FOB) Split A/C units are installed in this area 1 Offices 18 ASH & DUST Split A/C units are installed in this are		
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		1 Offices 19 COAL PLANT/ASH & DUST OFFICES Split A/C units are installed in this area 1 F/D Offices 20 GARAGE (TRANSPORT DEPARTMENT) Split A/C units are installed in this area 1 Offices 21 SULZER Split A/C units are installed in this area 1 Offices <u>TRAINING/TECHNICAL</u> Split A/C units are installed in this area 1 Classrooms		
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		2 Offices 22 WELDING WORKSHOP Split A/C unit, and fans are installed in this area 1 Offices 2 Tearoom 3 Change Room 4 Safton Lifts Office 23 MILLING PLANT WORKSHOP Split A/C units are installed in this area 1 Offices 2 Tearoom 24 COAL STAITH OFFICE Split A/C units are installed in this area 1 Change Room 2 Tearoom		
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		<p>25 ASH RESOURCES</p> <p>Split A/C units are installed in this area</p> <p>1 Offices</p> <p>26 MAIN STORES</p> <p>Split A/C units and fans are installed in this area</p> <p>1 Stores Cabins</p> <p>2 Receiving</p> <p>3 Offices</p> <p>4 Stores Issuing</p> <p>27 STRATEGIC STORE</p> <p>1 Offices</p> <p>28 PRECIPITATOR ROOMS UNIT 1 – 6</p> <p>Split A/C units are installed in this area</p> <p>1 Left Hand Side Precipitator Substation</p>					
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		2 PLC Room 1 3 PLC Room 2 4 Right Hand Side Precipitator Substation 29 ADMINISTRATION BUILDING Cooling towers, chiller, chilled water pumps, condenser water pumps piping, AHU, split A/C units are installed in this area 1 Offices 2 Boardrooms 3 Server room 4 DC room 30 SECURITY OFFICES Split A/C units are installed in this area 1 Main Gate Reception 2 Tearoom 3 Gate Room 4 Rooms 5 Stores		
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		6 Sec Officer Reception 7 Offices 31 SIMULATOR BUILDING Split A/C units are installed in this area 1 Control Room Back 2 Control Room Front 3 PLC Room 4 Offices 5 Classrooms 6 Conference Room 7 New UPS Room 8 New Simulator Room 9 Battery Room 10 Small Equip Room 32 MAIN CHILLER PLANT Incomplete project consisting of chiller, cooling towers, pumps, piping and chilled water AHUs, fans and		
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		<p>packaged units to various substations around the station</p> <p>33 OPS TRAINING UNIT 6</p> <p>Dx AHUs, fans, split A/C units are installed in this area</p> <ul style="list-style-type: none"> 1 Classrooms - Unit 6 2 Offices - Unit 6 <p>34 AVR's UNIT 1 – 6</p> <p>Dx condensers and up blow units are installed in this area There are four off condensers paired to two up blow units in each unit</p> <ul style="list-style-type: none"> 1 Condenser A 2 Condenser B 3 Condenser C 4 Condenser D <p>35 THANDANANI GCD OFFICE BLOCKS 1 – 3</p>		
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		Split A/C units are installed in this area 1 Offices 2 Open Plan Offices 3 Meeting Rooms 36 TURBINE HOUSE 0 METER PRESSURIZATION FANS 1 UNIT 1 – 6 A-BANK <ul style="list-style-type: none">20 fans/motors per unit 2 UNIT 1 – 6 B-BANK <ul style="list-style-type: none">23 fans/motors per unit 37 KRIEL PROPERTIES Split A/C units are installed in this area 1 BMD Supervisor Office 2 Plumbing Workshop 3 Store Rooms		
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		4 Medical Station 5 Offices 6 Conference Room 7 Computer Room 38 SLURRY COMPRESSOR HOUSE Refrigerant driers are installed in this area 1 10 Off refrigerant driers		
2 3	Provide maintenance of all filters on the following plants All other servicing will be done as per PMs	<u>Specification:</u> <ul style="list-style-type: none"> • Main Air-conditioning Plants • Main Office Building • Water plant North • Water plant South • Medical Station • Laboratory • Turbine Brush gear Filters (2 X P/Week) • Turbine 20kv Breaker Filters (2 X P/Week) • Filters On All Split, Console And Cassette Units (Precips 2 X P/Week) • All Filters at Kriel Properties All UPS on-site	Hold	Contractor

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2 4	Staff Requirements	<p>The following is the proposed staff will be needed for the maintenance of the HVAC systems</p> <p>1 Site Manager/Supervisor</p> <ul style="list-style-type: none"> Minimum Qualification N6/National diploma and refrigeration/air conditioning trade test + supervisory experience on HVAC maintenance with at least six (6) years Quantity 1 <p>2 Air Conditioning Artisans (4)</p> <ul style="list-style-type: none"> x2 Artisans Minimum Qualification N3 Electrical and Refrigeration/Air conditioning trade test + 4 years of experience x2 Artisans Minimum Qualification N3 Mechanical and Refrigeration/Air conditioning trade test + 4 years of experience Quantity 4 	Hold	Contractor
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		3 Semi-Skilled (10) <ul style="list-style-type: none"> Minimum Qualification Grade 12/Matric/N2 and at least (3) years' experience on similar plant Quantity 10 4 Safety Officer (1) <ul style="list-style-type: none"> Minimum Qualification Diploma in safety environment + Safety Management Training Course (SAMTRAC) or equivalent/similar certificate + at least one (5) years' experience on similar plant Quantity 1 		
2 5	Employers' requirements for the service	<ul style="list-style-type: none"> The Contractor is present and available on-site during the Employers working hours and suitable personnel perform standby as per an approved roster and report to site within 60 (sixty) minutes of a call out as and when required The Contractor attends to plant breakdowns immediately and until these are fully rectified and completed, unless the Employer instructs 	Hold	Contractor

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		<p>otherwise and both the Contractor and Employer are in agreement that the work may be re-planned for a later completion</p> <ul style="list-style-type: none"> • The Contractor attends to complaints from clients regarding air-conditioning problems and keeps the clients informed of progress and completion • The Contractor provides all the necessary tools and equipment to provide the service This includes all hand tools such as spanners, screw drivers, pliers and electrical / electronic and measuring tools / instruments including drilling machines drilling machines flukes and meggers etc • The Contractor cleans and removes any spares, used parts, materials and debris, dust and rubble arising from work done in order to ensure that the Employers premises are left in a clean condition afterward Waste disposal is done in accordance to the Employer's site regulations • The Contractor conducts a monthly inspection of the plant before the end of each month, and provides a detailed, written report within 3 (three) working days thereafter • The Contractor ensures that supervisors and 		
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		<p>artisans each become authorised as a responsible person (RP), in order to fulfil the Employer's safety requirements for permit to work applications on HVAC plant and also safely isolating the plant The Contractor utilises the Employers computerized system for this purpose unless such system is off-line The permit requirements is as per the Employer's plant safety regulations procedure 36-687 and authorization of the Contractor personnel is required within 6 (six) months of the contract start date</p> <ul style="list-style-type: none"> • The Contractor provides cell phones for Supervisor and Artisans to enable prompt communication with the Employer and workers without any delay • The Employer provides replacement plant components and spares for servicing and repairs, however the Contractor is responsible to inform the Employer of spares requirements (provides specifications and quantities for the Employer's stock holding requirements) • The Contractor provides emergency replacement plant components and spares for servicing and repairs where the spares are not stock items The 		
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		<p>Contractor supplies the Employer with a quotation, for acceptance, for emergency spares Emergency spares will be purchased on a task order</p> <ul style="list-style-type: none"> The Contractor conforms to all prevailing legal requirements of the republic of South Africa, Eskom SOC Limited and Matla Power Station Site legal Requirements, <p>Any other act or procedure deemed necessary or applicable if the work includes some toxic and/or hazardous substances during normal and routine maintenance activities stipulated in this document In this case the Contractor handles such hazardous substances in accordance with the applicable regulations and procedures and is disposed of by the Contractor in accordance with the applicable law</p>		
2 6	The contractors plan for service	<ul style="list-style-type: none"> The Contractor provides the service from the contract start date Additionally, within 4 (four) weeks of the contract start date, the Contractor analysis the Employers planned maintenance scheduled maintenance and prepares a plan which shows the contractors strategy for the execution of all such activities for the duration of the contract and submits it to the Employer for 	Hold	Contractor

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		<p>acceptance</p> <ul style="list-style-type: none"> The plan is the contractor's statement of how the service will be provided, ensuring that such service is provided timeously with the correct level of quality and without undue risk to the plant. The contractor's plan includes the allocation of labour, planning methods and spares /materials, permits to work, scaffolding, reporting and includes arrangements for emergency/contingency planning. Details are provided in the works information of any plant, equipment, materials, information and other requirements which the Contractor provides and also those which the Employer provides. The Employer accepts the plan if it is acceptable or may request changes before approval. NB The safety plan is not part of this plan and is provided separately and approved within 1 (one) week of the contract start date. The Contractor ensures that the plan for service is revised and re-approved by the Employer every 6 (six) months or as soon as changes are required. With respect to major breakdowns, the Contractor assesses the failure, prepares a program for 		
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		<p>repair and submits to the Employer for approval with 6 (six) hours. This program will preferably be drawn up using Microsoft project/excel or equivalent and contains the description of the task, milestones, starting and completion dates and resource requirements. Work is to commence as per the agreed time and any problems which will affect the completion must be notified to the Employer as soon as possible. Reporting and feedback to the Employer takes place as per the Employer's instruction.</p> <p>The Contractor prepares the Eskom standard risk assessments for the services provided and submits them to the Employer for approval prior to undertaking work.</p>		
2.7	Management Meetings	<ul style="list-style-type: none"> Contract site meetings will be held monthly between the service manager, site maintenance manager or representative and the contractor's site manager. The frequency of such meetings may alter be changed after re-evaluation based on the Employer's requirements. The Contractor attends the Employer's toolbox meetings, safety meetings (department as well as maintenance and station). The contractor's site manager or supervisor 	Hold	Contractor

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		attends the Employers planning, scheduling meetings as arranged <ul style="list-style-type: none"> • The Contractor participates in reliability-based optimization (RBO) implementation workgroups sessions, as and when informed thereof • The Employer may also request the Contractor to attend or represent the Employer on certain other meetings whenever necessary • The Employer informs the Contractor of the format, time and venue of the above meetings 		
2 8	Contractors' management, supervision and key people	<ul style="list-style-type: none"> • The Contractor provides an organogram with full names and designations of personnel to be used for the service either with the tender (preferably) or within 1 (one) week of award of this contract. Additionally, the Contractor submits curriculum vitae with all details of the above personnel, including qualifications and a summary of work experience. The organogram also identifies personnel wherever applicable e.g., during absence of site manager or supervisor • The Contractor provides a site manager/contract manager/supervisor to manage all contract related matters. Such persons are preferred to 	Hold	Contractor

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		<p>have prior experience in contract management and change of this person is communicated in writing, within 1 (one) week of such change, to the Employer</p> <ul style="list-style-type: none"> The contractor's supervisor shall be knowledgeable, competent and fully capable to perform supervisory duties without direct or continuous supervision by the Employer, to liaise and co-ordinate activities with various departments, including the Employer's personnel and others in order to fulfil all obligations. In the absence of the relevant site manager or supervisor, a replacement must be identified to take over the duties Additionally, the supervisor must be able to communicate satisfactorily in English and have adequate experience and training in HVAC environment. If at any time, it is found that the supervisor's abilities to either supervise the workers, practice good communication skills (verbally or written) or exercise competency is lacking, the Employer may give an instruction for the removal of such a person <p>The Employer may at any time, without terminating the</p>		
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		contract, instruct the removal of any of the contractor's personnel from site if the Employer finds such a person is counter-productive, incompetent or negligent in fulfilling the required duties. Furthermore, such persons shall be prevented from having any further dealings with the contract and service. The Contractor shall replace such a person or persons within 2 (two) weeks, while preventing disruption of the provision of the service.		
2.9	Documentation	<ul style="list-style-type: none"> It is the contractor's responsibility to draw up adequate work diaries, attendance registers, forms, templates and any other documentation in order to facilitate the service and provide information and / or proof to the Employer. However, where such documentation already exists or by the choice of the Employer, the Contractor shall utilise the Employer's format. Such forms shall bear the relevant signatures off all parties involved. All documentation prepared to enable the provision of the service must be stored on-site and be properly filed for easy retrieval. These shall be available to any of the Employer's personnel or audit personnel upon request. Contract related correspondences shall be 	Hold	Contractor

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		<p><i>formally written on the letterhead format of the organization and addressed to the relevant person. These may be emailed as an attachment or hand delivered. Each correspondence shall be referenced uniquely in the following manner:</i></p> <ul style="list-style-type: none"> • Employer to Contractor, EC, followed by a sub sequential three-digit number e.g., EC001 • Contractor to Employer, CE, followed by a sub sequential three-digit number e.g., CE001 • All other documentation issued to the Contractor is duly checked for correctness, completed and returned to the Employer. Similarly, all correspondence sent via email, whenever this form of communication is agreed upon, also receives equal attention • Eskom drawings and procedures which the Contractor requires are sourced by the Contractor from the Matla documentation centre, on-line, archived or other relevant source • The Contractor is responsible for the collection of all PM's and CM's work orders from the work management department. After completion of the work, the Contractor completes all the relevant details on the work order satisfactorily and returns 		
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		<p>them to the same department / work management planner</p> <p>Incomplete or illegible documents are rejected and are immediately corrected by the contractor</p>		
2 10	Invoicing and Payment	<p>The assessment day is the 25th of the month and the service manager prepares the payment certificate and the Contractor provides all proof of costs incurred. When the 25th day is on a holiday or weekend, the assessment and payment certificate shall be signed on the first working day thereafter. Upon the service manager and Contractor agreeing and signing the payment certificate and the Employer's assessment, the Contractor submits all the aforementioned documentation accompanied by the matching invoice, as a package to accounts payable services. The Contractor cannot invoice before the 25th of the month and without the service manager's payment certificate and assessment.</p> <p>In terms of core clause 51.1, the Contractor provides the Employer with a tax invoice showing the amount due for the payment equal to that stated in the service manager's payment certificate and this shall be done with 1 (one) week of receiving a payment certificate from the service manager. However, to promote good financial management and timeous payment, the Employer</p>	Hold	Contractor

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		<p>requires that the invoice be submitted within three calendar days of the assessment date. Payment will be made 30 (thirty) days after the submission of a valid tax invoice accompanied by the above-mentioned documents.</p> <p>The Contractor shall submit the tax invoice and other relevant documents directly to Matla Accounts Payable Services (APS).</p> <p>The following information must be included on each tax invoice:</p> <ul style="list-style-type: none"> Name and address of Contractor and the service manager The Contractor name and title The order number Contractors' VAT registration number The Employers VAT registration number 4740101508 Description of the service provided for each item invoiced based on the price list <p>Total amount invoiced excluding VAT, the VAT amount and invoiced amount including VAT</p>		
2.11	Records of Defined Costs to be kept by Contractor	<p>The Contractor notifies the Employer immediately of any cost which may be incurred that is not part of the listed service. The Contractor provides the service manager with</p>	Hold	Contractor

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		a detailed quotation for acceptance by the service manager Proof of costs incurred, including original invoices, is submitted to the service manager if such costs are claimable as a compensation event		
2 12	Training workshops and technology transfer	<ul style="list-style-type: none"> The Contractor is to work closely with the Employer's maintenance department personnel including the supervisor, technicians and or artisans The Contractor provides on-job training to the Employer's trainees and utilizes the Employer's trainees in daily activities whenever allocated to them for on-job training Upon request, the Contractor prepares and makes presentations on the activities performed on the HVAC plant to interested parties Any training requirements in terms of the SD&L are also complied with	Hold	Contractor
2 13	Design and Supply of Equipment	Any spares, materials or services provided by the Contractor complies with the relevant quality, design and specification agreed by the Employer	Hold	Contractor
2 14	Things provided at the end of the service period for the Employers use	<ul style="list-style-type: none"> Equipment None	Hold	Contractor

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		<ul style="list-style-type: none"> Information and other things <p>All certificates, reports, diaries, registers, procedures, drawings, and any other documentation used, prepared, authorised, approved and otherwise necessary for the provision of the service during this contract period shall remain the Employer's property and shall be handed over to the Employer by completion of the service period or beforehand, upon request by the service manager</p>		
2 15				
2 16				

BILL OF MATERIAL

	Full description of Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required
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					Quantity
	Refer to asset Register Page				

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SCOPE COMPILATION REFERENCES				
SOURCE & Ref No.	Yes	No	N/A	Comments
Previous outage service reports		X		
Return to service data packages		X		
Maintenance Strategy with Rev number		X		
SAP defects (attach list as appendix)		X		
GHRMS (STEP) reports (Generation Heat Rate Management System)		X		
Online Condition Monitoring		X		
Pre-outage performance test results		X		
Post outage performance test results		X		
GPSS/ Plant Performance data on UCLF incurred		X		
OMS / IIRMS recommendations (Audits Reports)		X		
Risk controls (IRM system)		X		
Previous audits and reviews (e.g. ERAP)		X		
Engineering Change Requests (Projects)		X		
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LOPP strategy reports		X		
URS		X		
Philosophy (Outage)		X		
Condition Monitoring Report		X		
VA/PHD Viewer trends		X		
Corrective Actions	X			
CARAB reports		X		
Statutory Requirements		X		
Grid code requirements		X		
Waivers and Exemptions		X		
Calibration requirements		X		
Previous Outage SOW variations		X		
Post Mortems Actions from previous outages		X		
Pre-Outage plant walks		X		
Risk based inspection (RBI) report		X		
Simulation, TOIs, OON, SI		X		

COMMENTS

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ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc	
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2	
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ASSET REGISTER PAGE

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