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ESKOM

KOEBERG NUCLEAR POWER STATION

User Requirement Specification

PROVISION OF FRENCH TECHNICAL TRANSLATION SERVICES AT NUCLEAR OPERATING UNIT

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1. DESCRIPTION

The provision of French Technical Translation Services at Koeberg Operating Unit is required for a period of five (5) years, starting from the 1st of June 2023 until the 30th June 2028.

2. SCOPE OF WORK

There are translation outputs required during normal business hours, ad-hoc after hours, and within 24hrs in the event of a plant emergency.

The scope addressed by this specification includes:

2.1 Technical Translations

The provision of French language translation services is required within the Employer's Engineering department. These services will consist of:

- Translate Technical documents from French to English
- The provision of Translation Services by using electronic means
- The verification of technical documents (proof reading)
- The translation of technical reports required by the station on an as and when required
- Translating, editing and proof reading of French technical documents received from Electricite de France (EDF) in terms of the Eskom-EDF co-operating agreement
- Translating and / or editing outgoing and incoming correspondence between EDF and French contractors and Koeberg Nuclear Power Station.
- Ensure that all translated documents are accurate, consistent, reliable and provide a grammatically clean translation as far as achievable.
- Assist Engineering personnel with the reviewing of EDF technical documents to ensure the most suitable documents are prioritised and readily available for use.
- The technical documents to be reviewed and translated will include but not limited to letters, procedures, manuals, guides, system requirement documents, technical training material, technical brochures, data sheets etc.
- Keeping current and updating the French translation software Technical dictionary
- Keeping and updating own electronic work register, recording the receipt, flow and completion of work
- Evaluating and advising on the purchase of reference material, publications and computer based terminology tools to keep abreast of new developments in the linguistics and translation methodologies
- Exercising Quality Control over French / English translations done internally and externally
- Assist Engineering personnel with the compilation of correspondence between the Koeberg and EDF counterparts, and in the use of the French Language where required.

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- The translator must be skilled in the French language and have a technical background to proofread the translations and make sure that the translated documents are translated accurately, that the correct grammar has been used and that wording is appropriate to the French language.
- Liaise with the Koeberg KIT OE team or other NOU counterparts to ensure that the completed translations are accurate and meet the intent of the translated document.
- Where required attend meetings and assist with interpretations.

2.2 EDITING

Translate all French electronic document types.

The supplier should support most commercial desktop applications such as Microsoft Word, Excel and PowerPoint, Adobe Acrobat, Illustrator, Image file editor etc.

2.3 PROOF READING

All translations should undergo proofreading by a bilingual translation individual or team to ensure that the language (spelling, grammar, punctuation) and technical translation is correct.

2.4 Training and Advice on Language Usage

These deliverables will be based on a lump sum portion (fixed deliverables).

Advise and mentor all site customers regarding linguistic issues in order to achieve purpose oriented communication and to create mutual understanding between Eskom and EDF by:

- Training of Nuclear Operating Unit (NOU) personnel on French language practices, usage and grammar including technical French on an as and when required
- Advising on correct language usage; appropriate style; technical terminology (French / English) to ensure that correct concepts are conveyed
- Giving customers one-on-one feedback on translated and edited work
- Advising the end users on issues such as terminology

3. CERTIFICATION OF PERSONNEL

The potential supplier must have scanning and document conversion capabilities. Preferably minimum five years in an Industrial environment.

Must have relevant technical French translation experience (minimum five years).

4. TIMING AND PLANNING

This contract duration will be from 1st of June 2023 until the 30th June 2028.

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5. SHIFT REGIME

N/A

6. TRAINING

6.1 Specific training

All training shall be completed prior to the start of the services.

6.2 Generic Training

The following training shall be completed before the start of any work:

- Security Screening
- Substance abuse testing
- Plant Access Training (½ day)
- Medical examination (½ day)
- Human Performance Training (½ day)
- Safety Induction Course (prior to start of work, 2 hours)

7. ACCESS FORMALITIES

7.1 Personnel

After completion of the generic training as stipulated in paragraph 6, the contractor can be issued with personnel Identification Access Card. Lost or damaged cards will be for the cost of the contractor.

8. FORMALITIES EQUIPMENT

N/A

9. ESKOM SCOPE OF SUPPLY

The supplier shall indicate the support service required from Eskom in their offer.

10. QUALITY REQUIREMENTS

The supplier should provide method statement regarding the requirement for documentation that is in place eg safe keeping, retention period.

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11. REFERENCES

N/A

12. DOCUMENTATION

The following documentation and issues shall be addressed in the proposal and supplied to Eskom.

In the budget proposal

This includes namely:

- List of software applications that the supplier are able to support
- Description of the organisation and of the support of the main office.
- Needs for facilities, power, space, operations, etc... to be supplied or performed by Koeberg.
- Measure and precaution to guarantee availability of personnel in the event of urgent translation requests

13. PRICING STRUCTURE

In order to evaluate your offer per item, it should be structured as below:

Price for the full scope which includes:

- Price for Technical Translations per page

14. ATTACHMENTS

None