

	Procurement SOW	Generation
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PART 3: SCOPE OF WORK

Document reference	Title	No of pages
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C3.2	<i>Contractor's Works Information</i>	

C3.1: EMPLOYER’S WORKS INFORMATION

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1 Description of the works

1.1 Executive overview

- a) This Works Information, also known as the works, entails the refurbishment and testing of Fabric Filter Plant (FFP) cages on six units known as Re-Bag 7.
- b) The *works* include:
 - i. Sorting,
 - ii. Load test on cage clips,
 - iii. Handling,
 - iv. Transporting,
 - v. Refurbishing of FFP cages,
 - vi. Manufacturing of new steel storage crates when required, refurbishment of existing crates if damaged, including painting,
 - vii. Disposal of generated waste, and
 - viii. Remove and dispose of new cage wooden crates from the Majuba Site to a licensed wasteland site.
- c) The *Contractor* would be required to create new crates out of five (5) mm angle iron for the handling and storage of cages upon the instruction from the *Employer*. The crate design must be strong enough to withstand normal wear and tear from cage handling.
- d) The *Contractor* must perform corrosion protection per the *Employer's* specifications and store the cages.
- e) The *Contractor* will be assigned a workspace at the Africa Stores on the Majuba Power Station site. The *Contractor* is in charge of maintaining good housekeeping, rearranging a stacking area at the request of the *Employer*, and cleaning this designated area.
- f) The *Contractor* is required to provide their own toiletries and would be responsible for maintaining, cleaning, and keeping the ablution and kitchen facilities neat.
- g) The *works* include a scope for site establishment and maintenance, which remains the *Employer's* property after contract completion.

1.2 Employer's objectives and purpose of the works

- a) The project's goal is to replace the FFP Bags and Cages when they reach the end of their useful life, which should keep normal emissions below 20 mg/Sm³.
- b) By refurbishing Fabric Filter Bag cages, this portion of the work contributes to the overall Re-Bag 7 project.

1.3 Interpretation and terminology

1.3.1 Definitions

Definition	Explanation
Agent	(OHS Act) means any person who acts as a representative for a client
Clean Site Yard	A "clean site yard" typically refers to a construction or industrial site that is kept clean and well-organised. It implies that the area is free from clutter, debris, or hazards/risks that could impede work progress, compromise safety, or cause environmental problems.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	In relation to this document, where the word "Contractor" is used, it will mean all or some of the following: principal Contractors, appointed Contractors, suppliers, vendors, service providers and consultants
Construction work	(OHS Act) means any work in connection with: the erection, maintenance, alteration, renovation, repair, demolition or dismantling of, or addition to, a building or any similar structure; the installation, erection, dismantling, or maintenance of a fixed plant where such work includes the risk of a falling person; the construction, maintenance, demolition, or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system, or any similar civil engineering structure; or the moving of earth, the clearing of land, the making of an excavation, pilling, or any similar type of work
Design	(OHS Act) in relation to any structure, includes drawings, calculations, design details, and specifications
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex-labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: the land, water, and atmosphere of the earth; micro-organisms and plant and animal life; and any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental aspect	Element of an organization's activities or products or services that can interact with the environment
Environmental Impact	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified

Definition	Explanation
Health and safety requirements	Means comprehensive health and safety requirements for a contract, project, Site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, Site, and scope of work
Hot work	means any activity involving, a source of ignition, such as welding, cutting, grinding, sparks, and any electrical equipment that could give off sparks and any other work that could serve as a source of ignition that can pose a danger, specifically when carried out in a confined space or in the vicinity of any combustible material.
Hot work approval	Means a document that approves hot work and states the precautions to be taken before, during and after hot work. This document is prepared and signed by the hot work monitor. (Refer General Safety Regulation 9 of the Act)
Hot work monitor	Means the person(s) appointed by each Site to perform the duties required to complete and approve the hot work approval document and be responsible to ensure that precautions detailed therein are carried out and the provision of adequate firefighting equipment. The hot work monitors training must include: knowledge on the "triangle of combustion", causes of fire, identification of combustible materials, fire spread, classes of fire, methods of extinguishing fire and which extinguishing agent to choose for safety reasons, as well as the use of fire extinguishers and fire hose reels.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Method statement	(OHS Act) means a written document detailing the key activities to be performed to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Near miss	A near miss is an OHS event that did not result in human injury or damage but had the potential, under different circumstances, to cause human injury or property damage. This includes the reporting of hazards or unsafe conditions.
Pre-job brief or meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Project Manager/ Leader	(32-136) means the person who has the responsibility for the successful planning and execution of a project. The Project Manager must satisfy the certification requirements set by the South African Council for the Project and Construction Management Professions. Note: The Project Manager is the duly authorised Eskom representative who acts on Eskom's behalf as the administrating officer for the purposes of the contract
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a Construction Site to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal Contractors, Contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, <i>Contractor</i> , consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion

1.3.2 Abbreviations

The following abbreviations are used in this Works Information:

Abbreviation	Meaning given to the abbreviation
BSO	Behavioural Safety Observations

COC	Certificate of Compliance
COID	Compensation for Occupational Injuries and Diseases
EDMS	Eskom Document Management System
FFP	Fabric Filter Plant
GR	Goods Received
ITP	Inspection and Test Plan
LDV	Light delivery vehicles
LTI	Lost time incidents
OHS Act	Occupational Health and Safety Act
PAN	Polyacrylonitrile
PPE	Personal Protective Equipment
QCP	Quality Check Plan
Samtrac	Safety Management Training Course
SAPS	South African Police Service
SAPS AFIS	South African Police Service Automated Fingerprint Identification System
SD&L	Supplier Development & Localisation
SE	Service Entry
VAT	Value added Tax

2 Management and start up.

2.1 Management meetings

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

Title or purpose	Approximate time or interval	Location	Attendance by:
Kick-off meeting	Within two weeks of contract start	Majuba Power Station, Projects Boardroom	<i>Employer's and Contractor's Project/Contract and Site Managers</i>
Overall contract progress and feedback	Weekly (Frequency can increase due to Project Delays)	Majuba Power Station, Projects Boardroom, MS Teams (To be announced)	<i>Employer's and Contractor's Project/Contract and Site Managers</i>
Risk registers and compensation events	Monthly	Majuba Power Station, Projects Boardroom, MS Teams (To be announced)	<i>Employer's and Contractor's Project/Contract and Site Managers</i>
Majuba BU and <i>Contractor's</i> Safety meeting	Monthly	Majuba Power Station, Nkanyiso boardroom, Auditorium or MS Teams (To be announced)	<i>Employer's and Contractor's Project/Contract and Site Managers and Contractor's Safety Officer</i>
Quality and NCR/ Defect meeting	As and when required	Majuba Power Station, Projects Boardroom, MS Teams (To be announced)	<i>Employer's and Contractor's Project/Contract and Site Managers and/ or Contractor's Safety Officer and/or Quality Officer</i>
Ad hock work stoppage	As and when required	Majuba Power Station, Auditorium, or conference room TBA, MS Teams (To be announced)	<i>Employer's and Contractor's Project/Contract and Site Managers and/ or Contractor's and SHEQ representatives as well as all Contractor Personnel</i>
Assessment meetings	As stated in the Data by <i>Employer</i> .	Majuba Power Station, Projects Boardroom and on site, MS Teams (To be announced)	<i>Employer's and Contractor's Project/Contract and Site Managers</i>

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

- b) 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.
- c) The *Contractor* arranges and holds all necessary meetings with his employees including daily toolbox talks, pre-job and post-job briefings, health and safety and risk assessment meetings.

2.2 Documentation control

- a) The *Contractor* submits all documentation to the *Project Manager* and the *Project Manager* to the *Contractor's Project/Contract Manager*.
- b) Electronic contract communication is restricted to electronic mail only.
- c) The following documentation will be provided by the *Contractor* as part of the System installation.
 - i. Quality control plan
 - ii. Project Report:
 - iii. Project safety file
- d) The *Contractor* will provide the *Employer* with a project-specific report that includes only information pertaining to the actual parameters that were refurbished.

2.3 Health and safety risk management

- a) The *Contractor* shall at all times comply with the Eskom's Occupational Health and Safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the *Contractor* shall comply with the requirements contained in the OHS Specification/requirements. Eskom reserves the right to terminate the contract, if the *Contractor* has built up a history of poor performance or non-conformance in relation to matters of occupational health and safety and legal compliance. No work may begin until the Health and Safety file has been approved by Majuba Power Station OHS personnel. For the length of the contract, the *Contractor* shall adhere to the Majuba Power Station OHS, legal, and other requirements, as amended. The *Contractor* Complies to the Eskom Life Saving rules as per the Eskom Life Saving Rules Directive, 240- 62196227. There are 5 identified Life Saving rules:
 - i. RULE 1: OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE
 - ii. BEFORE TOUCH (That is, any plant operating above 1 000 V)
 - iii. RULE 2: HOOK UP AT HEIGHTS
 - iv. RULE 3: BUCKLE UP
 - v. RULE 4: BE SOBER
 - vi. RULE 5: ENSURE THAT YOU HAVE A PERMIT TO WORK
- b) The *Employer* takes a "ZERO TOLERANCE" approach towards safety. The violation of any safety rule while performing work for or on behalf of the *Employer* may result in the *Employer* terminating the *Contractor's* obligation to perform work in terms of the contract with the *Employer*.
- c) The *Contractor's* Safety Plan must be prepared and submitted to the *Employer's* Safety Risk Officer for auditing and approval as per the accepted program and before any work can commence. The *Contractor's* Safety Officer liaises directly with the *Employer's* Safety Risk Officers regarding the Safety Plan, and it is the *Contractor's* responsibility to arrange the appointments with the Majuba Safety Risk Officers. The Safety Plan (one or more files) is the *Employer's* requirement and remains the *Employer's*

- property and is always available on site for inspection and handed over to the *Employer* upon completion. The *Contractor's* Safety Plan is kept up to date and audited monthly for the duration of the contract.
- d) Compensation for Occupational Injuries and Diseases (COID) Certificate and Letter of Good Standing must be always valid and submitted to the *Project Manager* when renewed. These documents are to be submitted to the Eskom vendor database by the *Contractor* before they expire.
 - e) The *Contractor* provides a monthly safety statistic report (worked man-hours) to the *Project Manager* on the first working day of each month before 11h00 for the previous month's statistics for the duration of the contract. This indicates the *Contractor's* actual man-hours worked on Site.
 - f) Before being allowed on site, all *Contractor* personnel must go through a Safety Induction presented by the Majuba Power Station Risk Management Department.
 - g) Throughout the duration of the *works*, the *Contractor* is responsible for providing adequate and correct personal protective equipment (PPE) to the *Contractor's* staff.
 - h) The *Contractor* is responsible for the training and use of PPE to their employees.
 - i) The following minimum general personal protective equipment is required:
 - i. Overall's jacket and pants
 - ii. Hard Hats
 - iii. Ear Protection
 - iv. Safety Gloves
 - v. Safety Shoes
 - j) The following safety equipment shall be used as a minimum before a cell is entered:
 - i. SABS approved earmuffs.
 - ii. SABS approved, Uvex anti scratch, anti-fog eye protection.
 - iii. SABS approved 3M 8822 dust masks.
 - iv. SABS approved hard hats with chin straps.
 - v. SABS approved safety shoes.
 - vi. SABS approved gloves, MaxiCut Body type EN 388, Pig Skin PS8066/EN10
 - vii. SABS approved welding face shield, welding apron and welding gloves.
 - k) The *Contractor* ensures that all personnel are fully conversant with the emergency procedures to be followed in case of an incident.
 - l) The *Contractor* ensures cleaning of work areas and disposal of any waste materials generated is done continuously during the entire works.
 - m) Majuba Power Station is a national key point and therefore industrial action/strikes are not permitted. Strikes are to be managed by the *Contractor* at his/her own cost. The *Contractor* takes all necessary measures to prevent such action during the period of the contract.
 - n) The *Contractor* always has a dedicated Safety Officer on Site when work is performed.
 - o) The *Contractor* hereby indemnifies the Client (*Employer*) and holds the Client (*Employer*) harmless in respect of any and all loss, costs, claims, demands, liabilities, damage, penalties or expense that may be made against the Client (*Employer*) and/or suffered or incurred by the Client (*Employer*) (as the

- case may be) as a result of, any failure of the *Contractor*, its employees, agents, Sub-Contractors and/or mandatories to comply with their obligations in terms of this clause 18, and/or the failure of the Client (*Employer*) to procure the compliance by the *Contractor* , its employees, agents, Sub-Contractors and/or mandatories with their responsibilities and/or obligations in terms of or arising from the OHSA.
- p) The *Contractor* shall conform to all rules and regulations applicable to Plant Safety and shall complete the Workman's Declaration Book prior to working on the plant.
- q) The Contractor adheres to the Emergency Preparedness and Response procedure 240-1586-5346
- r) The *Contractor* shall at all times comply with the Eskom's Occupational Health and Safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the *Contractor* shall comply with the requirements contained in the OHS Specification/requirements. Eskom reserves the right to terminate the contract, if the *Contractor* has built up a history of poor performance or non-conformance in relation to matters of occupational health and safety and legal compliance. No work may begin until the Health and Safety file has been approved by Majuba Power Station OHS personnel. For the length of the contract, the *Contractor* shall adhere to the Majuba Power Station OHS, legal, and other requirements, as amended. The *Contractor* Complies to the Eskom Life Saving rules as per the Eskom Life Saving Rules Directive, 240- 62196227. There are 5 identified Life Saving rules:
- vii. RULE 1: OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE
 - viii. BEFORE TOUCH (That is, any plant operating above 1 000 V)
 - ix. RULE 2: HOOK UP AT HEIGHTS
 - x. RULE 3: BUCKLE UP
 - xi. RULE 4: BE SOBER
 - xii. RULE 5: ENSURE THAT YOU HAVE A PERMIT TO WORK
- s) The *Employer* takes a "ZERO TOLERANCE" approach towards safety. The violation of any safety rule while performing work for or on behalf of the *Employer* may result in the *Employer* terminating the *Contractor's* obligation to perform work in terms of the contract with the *Employer*.
- t) The *Contractor's* Safety Plan must be prepared and submitted to the *Employer's* Safety Risk Officer for auditing and approval as per the accepted program and before any work can commence. The *Contractor's* Safety Officer liaises directly with the *Employer's* Safety Risk Officers regarding the Safety Plan, and it is the *Contractor's* responsibility to arrange the appointments with the Majuba Safety Risk Officers. The Safety Plan (one or more files) is the *Employer's* requirement and remains the *Employer's* property and is always available on site for inspection and handed over to the *Employer* upon completion. The *Contractor's* Safety Plan is kept up to date and audited monthly for the duration of the contract.
- u) Compensation for Occupational Injuries and Diseases (COID) Certificate and Letter of Good Standing must be always valid and submitted to the *Project Manager* when renewed. These documents are to be submitted to the Eskom vendor database by the *Contractor* before they expire.
- v) The *Contractor* provides a monthly safety statistic report (worked man-hours) to the *Project Manager* on the first working day of each month before 11h00 for the previous month's statistics for the duration of the contract. This indicates the *Contractor's* actual man-hours worked on Site.
- w) Before being allowed on site, all *Contractor* personnel must go through a Safety Induction presented by the Majuba Power Station Risk Management Department.

- x) Throughout the duration of the *works*, the *Contractor* is responsible for providing adequate and correct personal protective equipment (PPE) to the *Contractor's* staff.
- y) The *Contractor* is responsible for the training and use of PPE to their employees.
- z) The following minimum general personal protective equipment is required:
 - vi. Overall's jacket and pants
 - vii. Hard Hats
 - viii. Ear Protection
 - ix. Safety Gloves
 - x. Safety Shoes
- aa) The following safety equipment shall be used as a minimum before a cell is entered:
 - viii. SABS approved earmuffs.
 - ix. SABS approved, Uvex anti scratch, anti-fog eye protection.
 - x. SABS approved 3M 8822 dust masks.
 - xi. SABS approved hard hats with chin straps.
 - xii. SABS approved safety shoes.
 - xiii. SABS approved gloves, MaxiCut Body type EN 388, Pig Skin PS8066/EN10
 - xiv. SABS approved welding face shield, welding apron and welding gloves.
- bb) The *Contractor* ensures that all personnel are fully conversant with the emergency procedures to be followed in case of an incident.
- cc) The *Contractor* ensures cleaning of work areas and disposal of any waste materials generated is done continuously during the entire works.
- dd) Majuba Power Station is a national key point and therefore industrial action/strikes are not permitted. Strikes are to be managed by the *Contractor* at his/her own cost. The *Contractor* takes all necessary measures to prevent such action during the period of the contract.
- ee) The *Contractor* always has a dedicated Safety Officer on Site when work is performed.
- ff) The *Contractor* hereby indemnifies the Client (*Employer*) and holds the Client (*Employer*) harmless in respect of any and all loss, costs, claims, demands, liabilities, damage, penalties or expense that may be made against the Client (*Employer*) and/or suffered or incurred by the Client (*Employer*) (as the case may be) as a result of, any failure of the *Contractor*, its employees, agents, Sub-Contractors and/or mandatories to comply with their obligations in terms of this clause 18, and/or the failure of the Client (*Employer*) to procure the compliance by the *Contractor* , its employees, agents, Sub-Contractors and/or mandatories with their responsibilities and/or obligations in terms of or arising from the OHSA.
- gg) The *Contractor* shall conform to all rules and regulations applicable to Plant Safety and shall complete the Workman's Declaration Book prior to working on the plant.
- hh) The Contractor adheres to the Emergency Preparedness and Response procedure 240-1586-5346

- a) The *Contractor* is required to conduct the following as part of the continuous improvement initiatives:
- i. Visible Felt Leadership by top management.
 - ii. Identify critical tasks and monitor those tasks through Planned Job Observations.
 - iii. Behavioural based safety, if the *Contractor* does not have its own procedure, Eskom procedure can be used as a guide.
 - iv. When applicable, the *Contractor* 16.1 shall present the lost time injury (LTI) incidents at the Majuba Power station General Managers meeting within 7 days of the incident.

2.4 Contractor Management Key Performance Indicators (KPI's)

- a) Maintain Health and Safety file and compliance to the health and safety plan.
- b) Always maintain good housekeeping.
- c) Implement and monitor near miss programme.
- d) Comply to BSO, Visible Felt Leadership and Planned Job Observation programmes.
- e) Zero Fatalities.
- f) At any given point, the OHS performance must be within the lost time injury (LTI) tolerance level as amended.
- g) All incident investigations shall be completed within 30 days of the occurrence of an incident.
- h) Close audit findings as per the recommended time frames.
- i) Close Non-conformance as per the recommended time frames.

2.5 Contract completion and sign off

- a) On completion of the project, Eskom team (led by the *Project Manager*) involved in the project together with the *Contractor* shall conduct the final audit/inspections to identify the gaps prior to the *Contractor* leaving site or completing the project. Before the final invoice is paid/processed, the *Project Manager* shall ensure that the below requirements are met:
- i. Close all incidents and audit findings.
 - ii. Clean the respective yard and ensure good housekeeping where the *Contractor* was working.
 - iii. *Contractor* shall submit safety statistics and a safety file to Majuba BU Safety department for closeout and filing.
 - iv. Completion of a closeout report (Annexure D form as per 32-726) to close the contractual work.
- b) Once the above issues have been addressed, the *Project Manager* shall verify and sign off prior to releasing the final payment.

2.6 OHS 37(2) Agreement

The function of the 37(2) Agreement is primarily to indemnify Eskom from any acts or omissions by its *Contractors* and its employees in contravention of the OHS Act. This means that *Contractor* is deemed to be an employer, their employees are not deemed to be employees of Eskom and acknowledges that is solely responsible for its employees, its appointed contractors, agents and the like, while

performing work for or on behalf of Eskom. Every site where the *Contractor* is performing work, a 37(2) agreement shall be signed by the site contract custodian and the *Contractor* representative **16(1)/2 appointee**.

2.7 Compensation of injuries and diseases (COID)

Eskom is required by law to ensure that their contractors have registered with the compensation fund and are in good standing. The Main *Contractor* and all his/her appointed contractors shall be registered with an appropriate compensation fund and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor OHS files.

Note: Contractors without the valid letter of good standing shall not be permitted to work on Eskom Generation site or project. Contractors must obtain the letter of good standing prior to expiry of the existing one.

2.8 Monday SHEQ Session

- a) The station management has allocated 30 minutes work stoppage weekly to discuss the SHEQ presentation at the beginning of every shift.
- b) The session is aimed at creating an awareness about the importance of SHEQ compliance in the workplace and to reinforce the fact that safety is a collection of deliberate actions taken on a consistent and ongoing basis.
- c) Herewith below arrangements for the sessions:
 - i. **Every Monday, 30 minutes** will be allocated to a Safety session.
 - ii. **Morning shift 07:30 – 08:00** and **night shift** to hold their session at the beginning of their shift.
 - iii. All employees and contractors are required to resume their shift by discussing the weekly SHEQ presentation.
- d) It is important that everyone participate in the discussions to ensure that we reinforce our total commitment to Zero harm.
- e) Line and *Contractor* managers are requested to submit the signed attendance registers to MajubaSafetyFile@eskom.co.za every Monday by 15:00.
- f) The submission tracking dashboard will be shared every Tuesday at the Production meeting.

2.9 Reporting of Incidents

- a) The *Employer* follows an incident prevention policy; refer to 32-95, Environmental, Occupational Health and Safety Incident Management Procedure, which includes the investigation of all incidents involving personnel and property. This is done with the intention of introducing control measures to prevent a recurrence of the same incident. The *Contractor* is expected to co-operate fully to achieve this objective.
- b) The *Project Manager* or Supervisor must be informed immediately of any incident before the end of the shift.

- c) NOTE: The reporting of the incident to the *Project Manager* does not relieve the *Contractor* of his legal obligation to report 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.

2.10 Work Stoppages

- a) The *Employer* takes safety seriously and therefore lessons learned from other safety lost time incidents (if and when they take place) are shared with the whole workforce. These stoppages are compulsory, and the *Contractor* will not be allowed to claim additional compensation for these stoppages.
- b) For a Lost Time Incident (LTI), the *Contractor* shall submit to the *Project Manager* a preliminary investigation presentation within three (3) hours after the incident.
- c) The preliminary investigation presentation shall be presented by the Contractor to the Majuba Management Team at 07H15 (Weekends included).
- d) The detailed investigation report shall follow as soon as possible.
- e) In addition, the *Contractor* shall present to the whole of Majuba at a work stoppage that will be arranged by the *Employer* within three working days. The presentation template will be provided by the *Employer*.

2.11 Behavioural Safety Observations (BSO) and GEMBA Plant Walk

- a) All *Contractor* Managers / Supervisors shall conduct weekly BSO to be able to:
 - i. recognize and encourage positive behaviours so that and sustained
 - ii. immediately address and correct unsafe behaviours and conditions
 - iii. provide a two- way communication channel to discuss health and safety achievements and concerns with employees, contractors, and visitors.
- b) The goal of Behavioural Safety Observations (BSO) is for management to be visible in the workplace and to have a conversation with each employee, contractor, or visitor who is observed (Ref 32-407).
- c) When BSO is used correctly, it provides management with a clear picture of the behavioural risk profile in their areas.
- d) In addition to BSO, *Contractor* site managers are required to take part in the weekly Gemba walk scheduled for Fridays at 9:00 am.
- e) Immediately after completing the walk, all the teams are requested to submit their reports via the Generation GEMBA APP. Please click the link for submission:
<https://forms.office.com/r/iBaiUpYK9X>

2.12 Near miss reporting

- a) Reporting of OHS near miss incidents affords the business an opportunity to be aware and learn from those events which could have resulted to injury or damage. In most times, near miss incidents are

caused by substandard acts and conditions.

- b) The *Contractor* is encouraged to report any near miss to the *Employer*.
- c) When a near miss incident is reported, no consequence shall be taken against the person who is involved in that near miss incident, unless there was a transgression of a Life-saving Rule.

2.13 Vehicle and driver safety

- a) All drivers, passengers and pedestrians must obey the vehicle safety requirements in terms of the National Road Traffic Act, Act No 93 of 1996, as amended, including other relevant provincial or local requirements.
- b) With effect from 31 May 2006, no Eskom employee or *Contractor* is allowed to transport passengers on the back of light delivery vehicles (LDV's). It is a legal requirement to provide safe transportation of *Contractor* employees.

2.14 Vehicle Standard minimum specifications

- a) All drivers, passengers and pedestrians must obey the vehicle safety requirements in terms of the National Road Traffic Act, Act No 93 of 1996, as amended, including other relevant provincial or local requirements.
- b) With effect from 31 May 2006, no Eskom employee or *Contractor* is allowed to transport passengers on the back of light delivery vehicles (LDV's). It is a legal requirement to provide safe transportation of *Contractor* employees.

2.15 Hot Work

- a) When performing any hot work, the *Contractor* complies with the Generation Plant Safety Regulations, 36-681.

2.16 Working at Heights

- a) The *Contractor* complies with Eskom Working at Heights procedure, 32-418 Rev 5 (March 2020).

2.17 Lifting and Rigging

- a) The *Contractor* must adhere to MAINT/MMD 103 75, the Majuba Power Station Lifting and Rigging Procedure.

2.18 Environmental constraints and management

- a) Majuba Power Station is ISO 14001 2004 certified. The *Contractor* is required to ensure that all works are carried out as per the ISO 14001 standard and must comply with all policies and procedures including the following procedures:
 - i. Majuba Power Station Environmental Requirements for Contractors and Suppliers Document Identifier, ENV/GEN/SPEC/01.

- ii. Majuba Waste Management Procedure, ENV/GEN/WI/12.
- b) The *Contractor* will be responsible for complying with any new environmental requirements, relevant to the Works Information that may come into effect as part of Majuba Power Station's EMS during the duration of this contract.
- c) To protect Eskom's environmental interests whenever a product or service is provided by a *Contractor*, the *Contractor* complies with all relevant and appropriate environmental legal requirements contained in governmental notices, laws and regulations promulgated by the national, provincial and local governments.
- d) The *Contractor* also accepts all responsibilities, accountabilities and liabilities associated with such legal requirements, unless specifically excluded from a contract by a mutually acceptable written agreement.
- e) If a *Supplier/Contractor/Service Supplier* provides Eskom with a product or service falling in the scope of Hazardous Substances Act no 15 of 1973 the *Supplier, Contractor* or service provider provides Eskom with all the necessary information to comply with the legal requirements of Government Notice R 280 in Government Gazette No 44348 of 29 March 2021 (Regulations for Hazardous Chemical Agents, 2021) and the Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, No 36 of 1947 (Registered pesticides, fertilisers and agricultural remedies, including herbicides ("weed killer").
- f) Although all environmental legislation must be adhered to, the following list of acts can be used as a guideline:
 - i. National Environmental Management Act 107 of 1998
 - ii. NEM: Air Quality Act No 39 of 2004
 - iii. NEM: Waste Act 59 No of 2008
 - iv. NEM: Biodiversity Act No 10 of 2004
 - v. National Water Act No 36 of 1998
 - vi. Hazardous Substances Act No 15 of 1973
 - vii. Majuba Power Station Environmental Authorisations, Licenses and Permits.
- g) It is essential to ensure that those documents are read and understood to ensure environmental compliance.

2.19 Quality assurance requirements

2.19.1 Quality Management System

- a) The *Contractor* performs all work according to ISO 9001. The *Contractor* complies with the Eskom's quality requirements, 240-10565800 (previously QM-58), Supplier Contract Quality Requirement's Specification and all relevant quality requirements.
- b) The *Employer* specifies within the Works Information, the Quality Management code, and the application of the code, on the Enquiry / Contract / Order Quality Requirements form: Form A

- c) The *Contractor* ensures that a coordinated and formally documented management system is in place for the assurance of quality as specified in ISO 9001, Quality Management Systems Requirements.
- d) The *Contractor* ensures that appropriate Quality requirements are placed on his Sub-contractors to comply with the Works Information.
- e) The *Contractor* notifies the *Employer* of any proposed changes to the Quality Management System, which will affect the Contract Quality Requirements, prior to implementing such changes.
- f) When work is being done, the Contractor always has a dedicated Quality Controller on site.

2.19.2 Quality Inspection Plans

- a) The *Contractor* develops QCP's for all activities to be performed during the *works*.
- b) The QCP's may be grouped as the Contractor sees fit and should be in line with Section 1.2 *Employers* Objectives and Purpose of the *Works*.
- c) These QCP's are reviewed and accepted by the *Employer* before any activity to which they apply commences.
- d) The *Employer* requires approximately one week for reviewing and approving of QCP's.
- e) The *Contractor* is responsible to verify that all information contained in Section 1.2 *Employers* Objectives and Purpose of the *Works*, corresponds with the equipment currently installed on the plant in order to ensure exact fit. Any discrepancies should be reported to the *Employer* and the specification amended or corrected.
- f) The QCP's, and therefore the installation of all equipment will be in alignment with the relevant manufacturer's maintenance/installation manual.
- g) The *Employer* and the *Contractor* will do the QC according to the QCP documents supplied by the *Contractor* and approved by the *Employer* for installation.
- h) The *Contractor* issues preliminary notification of hold and witness points 48 hours advance notice to the *Project Manager*.

2.20 Contractor's inspection

- a) The *Contractor* ensures that all work has been fully inspected, accepted, and documented prior to requesting any inspections by the Supervisor / *Project Manager* or the Authority / Agency.
- b) The *Contractor* gives 48 hours notification of the need for an inspection by relevant parties.
- c) All quality control documentation must be submitted to the *Project Manager/ Employer's Representative/ Employer's Agent* within 15 days after contract award, but prior to the possession date.

2.21 Programming constraints

- a) The *Employer* requires the *works* completed by the *completion date* specified.

- b) The *Contractor* provides an initial programme with the tender submission. The programme is aligned to section C2.2 - The Activity Schedule.
- c) The *Contractor* provides a detailed, integrated programme to the *Project Manager* that incorporates all the work to be performed including that of his Subcontractor/s within two weeks of the *starting date*.
- d) The programme is submitted electronically in MS Project format (2010 version or any other version which allows compatibility for viewing and editing) and provides all activities with expected durations, resource allocations and start and completion dates.
- e) If the programme is suitable and agreed between the parties, the *Project Manager* accepts the programme otherwise he requests changes to be made before re-submission. The first Accepted Programme becomes the baseline programme and subsequent changes are labelled as revisions in numerical order.
- f) Thereafter, the *Contractor* updates the programme on a weekly basis, including updating the actual dates and durations, while optimising remaining activities to ensure that the original planned *completion date* is met. The programme updates are submitted each Monday morning latest by 12:00.
- g) Non-submission of the initial programme results in a twenty-five percent (25%) deduction from the first assessment amount due. This amount is only paid in the next assessment, dependent upon submission and acceptance of the programme.
- h) Non-compliance to the *completion date* on the programme results in claims for delay damages by the *Employer*.
- i) Completion of any activity on the programme is achieved only upon sign-off of the relevant hold/witness/surveillance point by the *Project Manager*.
- j) The programme to be submitted according to Core Clause 31, is in the form of a logical network (clearly indicating all predecessors and successors of activities), which includes all the activities specified in the scope of work, indicating at least the following in addition to the items specified in Core Clause 31.2:
 - i. the hour duration of each activity,
 - ii. the working calendar (number of work hours per day, days per week),
 - iii. all known interfaces with other activities of the *Employer* or Others.
 - iv. a detailed programme of bag installation which specifies the exact quantity of people per day on site to carry out the re-bag.
 - v. The float to be indicated at the end of program and not build into each activity.

2.22 Contractor's management, supervision, and key people

- a) The *Contractor* must provide an organogram of his employees and their lines of authority / communication.
- b) Key people to be on site during Works execution:
 - i. Site Representative/Manager

- ii. Safety officer
 - iii. Quality Assurance
 - iv. Class B Welders
 - v. Forklift driver
 - vi. General Labours
- c) Key qualifications and experiences:
- i. *Contractor* Site Representative / Project Manager / Site Manager - Technical National Diploma NQF 6 equivalent (e.g., construction, civil, mechanical, electrical or C&I). Qualifications and training in contracts management and NEC3 will be advantageous. Three (3) years related work experience in the same field of work.
 - ii. Site *Contractor* Supervisor - Grade 12 certified, OHS Act certified and 3 years' experience in this line of work.
 - iii. Certified NQF 04 Class B Welders.
 - iv. Safety officers with SAMTRAC certificates.
 - v. Quality Assurer with quality management certificate.

2.23 Invoicing and payment

- a) The *Contractor* submits a detailed Forecast Rate of Invoicing (FRI) and thereafter, provides an update every four weeks from the contract start date. The FRI breakdown corresponds to section C2.2 - The Activity Schedule.
- b) The *Contractor* prepares and submits his assessment of work completed to the *Employer* on or before the assessment day. The *Contractor*, *Employer*, quantity surveyor (QS), engineer and quality controller/s visually inspect the works to verify the actual progress. The Project Manager decides on the actual progress achieved that can be invoiced.
- c) A payment or assessment certificate is supplied with the service entry (SE) and goods receipt (GR) number/s to the *Contractor*, which is signed by both the *Employer* and the *Contractor*.
- d) Within one week of receiving a payment or assessment certificate from the *Project 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 *Project Manager's* payment or assessment certificate.
- e) The *Contractor* addresses the tax invoice to Eskom Holdings SOC Ltd. and includes on each invoice the following information:
 - i. Name and address of the *Contractor* and the *Project Manager*.
 - ii. The contract number and title.
 - iii. *Contractor's* VAT registration number;
 - iv. The *Employer's* VAT registration number 4740101508;
 - v. Description of service provided for each item invoiced based on the Price List.
 - vi. The total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT; (add other as required)

- f) The *Contractor* attaches the detailed payment or assessment certificate of the amount due to each tax invoice showing the Price for Work Done to Date for each item in the Price List for work which he has completed.
- g) The invoices can be submitted using emails to invoiceseskomlocal@eskom.co.za
- h) To facilitate payment, the *Contractor* must ensure the following:
 - i. Ensure that the Eskom order number is clearly indicated on your invoice together with the line number on the order you are billing for.
 - ii. All Electronic invoices must be sent in PDF format only.
 - iii. Each PDF file contains one invoice; or one debit note; or one credit note only as Eskom's SAP System does not support more than one PDF being linked into the workflow at a time.
 - iv. Your E-mail may contain more than one PDF file (e.g., 2 invoices on 2 separate PDF files in one e-mail)
 - v. For Foreign invoices, suppliers are still to be required to physically deliver hard copies of original documents to the respective documentation management centers even though you have e-mailed those invoices
 - vi. A PDF file that was created directly from a system meets the definition of the original document and is allowed (including saving documents from Excel to PDF, Word to PDF etc.)
 - vii. An Invoice that was printed and then scanned to PDF by the Vendor is not acceptable as this is not an original tax invoice by SARS definition but a copy.
 - viii. The following wording needs to appear on the invoice: "Your invoice is encrypted in order to comply with SARS requirements that invoices, and statements sent electronically are tamperproof."
 - ix. If there is Cost Price Adjustment (CPA) on your invoice, it is recommended that the *Contractor* issue a separate invoice for CPA so that if there are any issues on the CPA the rest of the invoice can be paid while resolving the CPA issues.
 - x. You do not require a goods receipt (GR) number to submit your invoices. When the GR number is received, Word can then send the GR number to the FSS contact center at FSS@eskom.co.za or 011 800 5060.
 - xi. All queries and follow-ups on invoice payments are made by contacting the FSS Contact Centre: Tel: 011 800 5060.
- i) Payment is made as specified in the Data by the *Employer* after receipt of an acceptable invoice at the address stated in the order and the acceptance of the goods by Eskom. Payments are made on Fridays only.
- j) If Cost Price Adjustment (CPA) is applicable, the *Project Manager* and the *Contractor* must confirm the increase/decrease with the QS department BEFORE the revised prices are stated on the Invoice. The QS and Project Manager must confirm the escalation with the Financial Department before it may be implemented.
- k) It is important that the value stated on the Invoice must be the same as the value stated on the order. If the Invoice value is different from the Order value, payment of the invoice will be delayed. It is strongly recommended that if there are any discrepancies on the Invoice, it be rectified with the Buyer BEFORE it is submitted for payment.

2.24 Contract change management

- a) Any item that affects the prices or has the potential to do so, is immediately communicated to the *Project Manager* via an early warning and/or followed by a claim for compensation event with a quotation.
- b) After consideration, approval may be given by the *Project Manager* and the *Contractor* may implement the compensation event accordingly. All claims will not necessarily be approved as a compensation event nor do quotes have to be accepted unchanged since the *Project Manager* performs an evaluation and approves justifiable costs only.
- c) All invoices or documentary proof, calculations etc. are submitted to the Project Manager for assessment purposes.

3 Procurement

3.1 People

3.1.1 Minimum requirements of people employed on the Site

- a) The *Contractor* provides the following qualified personnel:
 - i. Site Manager,
 - ii. Forklift driver,
 - iii. Safety (SHE) Officer,
 - iv. Quality Controller,
 - v. Class B Welders

3.1.2 BBBEE and preferencing scheme

- a) The *Contractor* will be required to maintain or improve their B-BBEE Recognition Level for the duration of the contract.

3.1.3 Local Content and Production

Commodity	Components	Local Content Threshold
Fabricated Steel	Gussets, cleat, stiffeners, splice, cranks, kinks, doglegs, spacers, tabs, brackets	100%

3.1.4 Skills Development

- a) During refurbishment, the *Contractor* should ensure that it recruits its General Workers and Semi-Skilled Workers within the vicinity of the station in accordance with the Majuba Power Station’s Recruitment Procedure/Stakeholder Management Forum.
- b) The *Contractor* shall keep accurate records and provide the *Project Manager* with reports on the *Contractor’s* actual delivery against the above stated criteria on a quarterly basis.
- c) The skills development candidates shall be representative of the population demographics of South Africa and be sourced from the vicinity of the station.

3.1.5 SD&L Reporting and Monitoring

- a) The *Contractor* shall on a quarterly basis submit a report to Eskom in accordance with Data Collection Template on their compliance with the SDL&I obligations described above.
- b) Eskom shall review the SDL&I reports submitted by the suppliers within 30 (thirty) days of receipt of the reports and notify the *Contractor* in writing if their SDL&I obligations have not been met.
- c) Upon notification by Eskom that the suppliers have not met their SDL&I obligations, the suppliers shall be required to implement corrective measures to meet those SDL&I obligations before the commencement of the following report, failing which Retention clauses shall be invoked.
- d) Every contract shall be accompanied by the SDL&I Implementation Schedule, which must be completed by the *Contractor* and returned to SDL&I representative for acceptance 28 days after contract award. This will be used as a reference document for monitoring, measuring and reporting on the supplier's progress in delivering on their stated SDL&I commitments.

3.2 Subcontracting

3.2.1 Preferred subcontractors

3.2.2 Subcontract documentation, and assessment of subcontract tenders

- a) *Contractor* must keep all documentation for audit purposes, if applicable.

3.2.3 Limitations on subcontracting

- b) The supervision of the work will be performed by the principal *Contractor*. If the *Contractor* would like to deviate from this, an official application should be made to the *Project Manager* to approve the subcontractor. In the application for use of subcontracting the reasons for subcontracting and qualifications of personnel will be indicated.
- c) The intention is to provide job opportunities to local residents residing in Majuba's feeder towns as far as possible. Majuba have negotiated this strategy with local municipalities to minimise labour unrests as they were of the opinion that they are deprived from work when people from outside the feeder areas are employed.
- d) For general labourers, only local resources may be contracted or employed.
- e) The feeder areas for Majuba is the Gert Sebande district municipality, this is made up of towns surrounding Majuba namely: Perdekop, Ammersfoort, Daggakral, Wakkerstroom, Charlestown and Volksrust.
- f) All the recruitments should be advertised on local newspaper (Recorder). Boxes where Applicants are to drop their application should be placed at all 5 admin units of Pixley ka Isaka Seme Municipality Police Stations namely: Perdekop, Ammersfoort, Daggakral, Wakkerstroom, Charlestown and Volksrust.
- g) Proof in the form of a councillor's letter from residing ward needs to be submitted as proof of residence.

3.3 Plant and Materials

3.3.1 Quality

- a) Refer to SANS 1200A, sub-paragraph 3.1:

"The *Contractor*, when using materials that are required to comply with a standard specification shall, if so ordered, furnish the Engineer with certificates showing that the materials do so comply. Where so

specified, materials shall bear the official mark of the appropriate standard. Samples ordered or specified shall be delivered to the Engineer's office on the Site. Unless otherwise specified, all proprietary materials shall be used and placed in strict accordance with the published instructions of the relevant manufacturer.”

- b) The Contractor ensures that all equipment, tools, and material that the Contractor / Subcontractor uses to execute the works, complies with the SABS and other applicable stated standards.

3.3.2 Plant & Materials provided “free issue” by the Employer

- a) The Contractor would have access to the following services:
 - i. Supply of electricity at certain points (Excluding any extensions or fittings)
 - ii. Access roads, as available during construction activities
 - iii. Permit to work for work on existing and/or commissioned system
 - iv. Water and toilet facilities available at designated areas.
 - v. Site induction training.
- b) The Contractor is responsible for the repair, replacement or correction as necessary of all pieces of tools and equipment supplied by the Employer which are damaged and / or lost whilst in the Contractor's custody and control.
- c) The Contractor ensures that any one of his employees or Sub-Contractor, operating hoist and mobile equipment belonging to the Employer, is authorised by the Employer to do so.
- d) Take note of Core Clauses 31.2. If the Contractor requires use of any of the Employer's Equipment, including compressed air, electricity, water supply and hoists, it must be specified.
- e) The Employer will do inspections and tests on plant equipment prior to unit possession date to ensure that the plant is handed over in a good state.
- f) The Employer however cannot guarantee continuity of supply of any of these items, and no claims of whatsoever nature as a result of failure to continuously supply such Equipment will be considered.
- g) The Employer is entitled to withdraw use of the said Equipment, should proper care and cleanliness not be upheld. In that event, the Contractor is obliged to provide the necessary Equipment at his own cost.
- h) The Employer supplies and installs scaffolding and solid barricading on request from the Contractor. The Contractor shall inform the Employer at least thirty-six (36) hours in advance of such need.

3.3.3 Contractor's procurement of Plant and Materials

- a) Absolutely no changes to the current plant configuration will be allowed unless authorised by the Employer.
- b) It is mandatory that plant, equipment, and materials be procured in accordance with the specifications listed in the Works Information.
- c) Should any equipment not be available on the market due to obsolescence, the Contractor recommends a suitable alternative. All alternative equipment to be approved by the Employer before procurement.
- d) The Contractor only procures plant and materials as specified in the Works Information. Any change of specifications is notified in writing by the Project Manager as an instruction.

- e) The procurement schedule is clearly shown and integrated into the *Contractor's* accepted project programme ensuring delivery of equipment to site in advance to the installation activity.
- f) All items procured and stored at the *Contractor's* premises or the *Employer's* premises are stored in accordance with the manufacturers or material's specifications.
- g) The *Contractor* ensures that plant and materials procured carry a minimum of 52 weeks warranty or guarantee period due to defect or malfunction.
- h) Plant and materials used for the *works* are to bear no labelling other than the plant coding specified by the *Employer*.

3.4 Contractor's Equipment (including temporary works).

- a) The *Contractor* will be responsible for the safeguarding, care, and security of all items whilst in the *Contractor's* custody and control, until Completion of the whole of the works.
- b) The *Contractor* will be responsible for all equipment required to complete the work.
- c) The *Contractor* will be responsible for the repair, replacement, or correction as necessary of all items of plant and/or materials supplied by the *Employer*, which are damaged and/or lost while in the *Contractor's* custody and control.

4 Construction

4.1 Temporary works, Site services & construction constraints

4.1.1 Employer's Site entry and security control, permits, and Site regulations

- a) *Contractors* are to submit proof of verification record(s) (Security clearance) from SAPS or accredited supplier linked to SAPS AFIS system not older than thirty (30) days, as part of Risk Management process to curb any threats against the Installation. It is compulsory for these documents to be submitted to Security for verification before access to site is granted. Only individuals with clear criminal records will be considered. For the purpose of clarity, people who was previously found guilty of offences in terms of the National Road Traffic Act 93 of 1996 and/or has paid guilt admission fines, will be exempted and be allowed to access site.
- b) *Contractors* are required to submit the SAPS Clearance Certificate obtained by the employee along with a copy of his/her Identity Document or Passport to the site Security Manager.
- c) The process shall be repeated every 12 months for low-risk employees (Risk Rating 5, 4) and every six (6) months for medium to high-risk employees (Risk Rating 3).
- d) The *Contractor* applies for a photo permit (if on site for longer than two- (2) months) at the Security gate, prior to the start date.
- e) All *Contractor's* personnel will be issued with a temporary access permit if on site for less than two- (2) months which will contain the following information:
 - i. Name
 - ii. ID Number
 - iii. Company
 - iv. Validity date

- f) To assist Protective Services with the issuing of permits and the identification of personnel on site, the *Contractor* is to supply a list of all personnel that he intends using on site, at least 24-hours prior to entry of the Security Area. This list must be delivered to Protective Services or can be faxed to (017) 799-3159. The list, identified with the *Contractor's* name, is to contain the following information:
 - i. Employee name
 - ii. Employee ID Number
 - iii. Employer's Representative signature
 - iv. Copy of the first page of the ID book of every employee of the *Contractor*
- g) The *Contractor* personnel will be required to be in possession of their *Contractor's* permit at all times.
- h) All *Contractors'* permits must be submitted to Protective Services when the relevant personnel leave the site after Completion of the works.
- i) Any lost permits will be paid for by the *Contractor* to Protective Services at a cost of R50,00 per lost permit.
- j) The *Contractor's* visitors and all personnel shall always conform to the security arrangements in force at the time. Application forms for visitors must be completed by the *Contractor's* Site Manager and approved by the *Employer's* Representative one- (1) day before the visit and submitted to the *Employer's* Protective Services office. Visitors will not be allowed on site if the necessary forms are not in the possession of security staff.
- k) The Chief of Protective Services may with valid cause remove any of the *Contractor's* personnel from the site, either temporarily or permanently. He may deny access to site to any person, whom, in the opinion of the Chief of Protective Services, constitutes a security risk.
- l) No unauthorised vehicles will be allowed on site. Only *Contractor's* vehicles with contract vehicle permit disks will be allowed on site. Contract Vehicle Permit Applications should be directed to the *Employer's* Representative. All vehicles used on site to be road worthy as per SA traffic law and fitted with safety belts for driver and passengers.
- m) No recruiting of casual labour may be done on the *Employer's* premises, including the area outside the Power Station security gate.

4.1.2 Restrictions to access on Site, roads, walkways and barricades

- a) The *Contractor* will be restricted to the working areas associated with his place of work. The *Contractor* is forbidden to enter any other area and must ensure that his employees abide by these regulations.
- b) Parking inside the Power Station Boiler house area building is strictly forbidden, except for loading purposes.

4.1.3 People restrictions on Site; hours of work, conduct and records

- a) *Employer* normal working hours are Mondays to Thursdays: 07:30–16:45 and Fridays: 07:30– 12:30.
- b) The *Contractor* will work as planned with the *Employer*. Interfacing may be required with other *Contractor's* and *Employer* personnel working in the area.
- c) The *Contractor* must have proper means for communication, i.e., cell phone to enable *Employer* to communicate with the supervisor or delegated person without delay.

- d) The *Contractor* will provide authorised resources to take out permitry to work.
- e) The *Contractor* will notify the *Employer* Representative immediately of problems, interferences or other factors affecting the cost, quality, or time of the works.
- f) The *Contractor* provides and maintains suitable barricading and signage around all holes/openings/areas where people are working overhead or any other unsafe area, as applicable, that will be left unattended for any period of time.
- g) The *Contractor* provides all necessary materials and uses his own equipment and tools (i.e., any hand tools, lifting equipment, ladders, generators, electrical equipment, work benches, spotlights, etc.) as well as personal protective equipment for all workers.
- h) The *Contractor* provides his own power supply for locations where supply is not available. Where available, power will be provided free of charge. The *Contractor* provides his own extension leads, couplers, adaptors, etc.
- i) The *Contractor* works in a tidy and safe manner, keeps the site working area clean at all times, immediately removes redundant material, builder's rubble and waste and cleans all work areas at the end of each work session (at least daily). Precautions must be taken to prevent oil spillages and oil rags to be disposed of at approved sites only. At completion the works will be delivered in a clean state, ready for occupation/use.
- j) The *Contractor* provides his own transport for his personnel, equipment and material.
- k) The following to apply to vehicle and driver safety:
 - i. All drivers, passengers and pedestrians must obey vehicle safety requirements in terms of the National Road Traffic Act, Act No 93 of 1996, as amended, including other relevant provincial or local requirements.
 - ii. Transportation of passengers: open LDV's:
 - iii. With effect from 31 May 2006 no Eskom *employee* or *Contractor* would be allowed to transport passengers on the back of open light delivery vehicles (LDV's). It is a legal requirement to provide safe transportation of Eskom and Contractor employees – therefore the following will be enforced:
 - iv. Ensure that no employee, including contractor employees or any other person, when on an Eskom site and/or performing work for Eskom, is allowed to be transported in the back of open vehicles.
 - v. There will be cases where this may not be reasonable or practicable, namely where vehicles are used during line inspections on sites or on private roads, or similar cases, and in these cases such vehicles must be driven at less than 30km per hour or at a speed suitable to the prevalent conditions. In such cases, the carrying of passengers in the back of such open vehicles could be explicitly allowed, after:
 - 1. A risk assessment has been carried out, indicating a very low risk.
 - 2. Mitigating factors have been identified to control any risk identified.
 - 3. Proper seating and handrails have been provided on the back of the open vehicle:
 - 4. These measures have been discussed at the relevant Health and Safety Committee Meeting and approved by the *Employer*.

5. Is defined and contained in a formal written division's or BU's policy, including the appropriate mitigating factors.
6. Such a policy has been communicated to all employees and *Contractors*.
 - vi. The above risk assessment findings/outcomes must be always available for audit purposes.
 - vii. Tools and equipment must be properly secured.
 - viii. Only authorised drivers may transport passengers.
 - ix. Proof must be submitted on request in terms of valid roadworthiness of the vehicle/s.
 - x. The above must apply to on-site and off-site transportation of passengers.
 - xi. No person may be transported in the back of vehicles closed by means of canopies, unless provided with factory-fitted or manufactured-approved, proper seating and safety belts, i.e., crew cabs.
 - xii. The driver must ensure that no employees are transported in the back of open vehicles. This also applies to contractor and contractor employees when performing work for Eskom.
 - xiii. The driver must ensure that all canopies are being properly fitted and secured and that all loose tools and objects in vehicles are properly secured.
 - xiv. The driver must ensure that their passengers are always seated and wear seatbelts.
- l) The *Contractor* provides accommodation for his personnel if required. Accommodation is neither available nor allowed on site.
- m) A canteen for meals is available on site during normal site working hours. Pre-arrangement is necessary. This is for the *Contractor's* or his employees' own account.

4.1.4 Appointment of Authorised Supervisors and Responsible Persons.

- a) The OHSA states that anyone entering Eskom's premises must adhere to their set of regulations, i.e., Plant Safety Regulations, as Eskom is responsible for the Contractors safety while they are on Eskom's sites.
- b) It is required that all *Contractors* must appoint Responsible Persons and Authorised Supervisors to supervise work done by the Contractor.

4.1.5 Process for appoint Authorised Supervisors and Responsible Persons.

- a) The *Contractor* will identify persons who will represent him as RESPONSIBLE PERSONS, and/or
- b) AUTHORISED SUPERVISORS. The *Contractor* will send more than two people for training.
- c) The RESPONSIBLE PERSONS and AUTHORIZED SUPERVISORS will be trained by Eskom. There are two FORMAL sets of training, i.e., THEORETICAL TRAINING and PRACTICAL TRAINING.

4.1.6 Permits, Plant Safety Regulations, Authorised Supervisor Training and Duties

- a) Minor first aid requirements are provided for by the *Contractor*. Should these prove to be inadequate, for example in the event of a major injury, the *Employer's* Medical Centre and facilities are available for use. Emergency services can be reached by dialing 9222 from any site phone. Alternatively, one of the following numbers can be dialed:

- i. Medical Centre 017 799 2138
 - ii. Fire and rescue 017 799 3192
 - iii. Electrical Operating Desk (EOD) 017 799 3803 (all hours).
- b) The *Employer* is entitled however to recover the costs incurred in respect thereof from the *Contractor/Subcontractor*.
- c) The *Employer's* Emergency Medical Services for after-hours is available for major injuries and life-threatening injuries, including ambulance transportation.

4.1.7 Health and safety facilities on Site

- d) Minor first aid requirements are provided for by the *Contractor*. Should these prove to be inadequate, for example in the event of a major injury, the *Employer's* Medical Centre and facilities are available for use. Emergency services can be reached by dialing 9222 from any site phone. Alternatively, one of the following numbers can be dialed:
- iv. Medical Centre 017 799 2138
 - v. Fire and rescue 017 799 3192
 - vi. Electrical Operating Desk (EOD) 017 799 3803 (all hours).
- e) The *Employer* is entitled however to recover the costs incurred in respect thereof from the *Contractor/Subcontractor*.
- f) The *Employer's* Emergency Medical Services for after-hours is available for major injuries and life-threatening injuries, including ambulance transportation.

5 Completion, testing, commissioning, and correction of Defects

5.1 Work to be done by the Completion Date

- a) Sectional completion would be required. Refurbishment will be done for the cages removed from the Units which is classified as refurbish-able.
- b) On or before the Completion Date the *Contractor* shall have done everything required to Provide the *works*.
- c) The *Project Manager* cannot certify Completion until all the work is completed and free of Defects which would have, in his opinion, prevented the *Employer* from using the *works* and Others from doing their work.

5.2 Performing the Works

- a) The *Contractor* provides all tools and consumables required to undertake this task.
- b) The *Contractor* keeps full record of the number of cage sections tested and repaired.
- c) A daily diary will be submitted and signed by both parties.
- d) The format and contents of the daily diary will be agreed prior to work commencement.
- e) The *Contractor* to arrange for the cleaning and servicing of ablution facilities.

- f) The *Contractor* to clean the work area as part of site establishment and de-establishment. The work area includes the outside and inside area of the Africa Store. All small wires must be picked up from the ground.
- g) The *Contractor* to paint classification stripes on the floor where cages are stored (Tops, Middles, Bottoms).
- h) General housekeeping and tidiness will be upheld during the works. (Rubbish bins will be made available by the *Contractor*).
- i) The *Contractor* provides vegetation control within and around the fenced area.
- j) The *Contractor* assists the *Employer* with offloading and stacking of new cages deliveries with a forklift.
- k) The *Contractor* supplies the following for the work to be performed, as part of the contract documentation:
 - i. Work method statement
 - ii. Quality control plan
 - iii. A program

5.1 Cage sorting and clip testing.

- a) All cage sections will have to be sorted into refurbish-able and scrap cages.
- b) The scrap cages will need to be moved to the scrap pile.
- c) Each clip on the refurbish-able cage section must loaded tested with the load testing machines.
- d) The cages sections that fail the load test on the clips must be scrapped.

5.2 Repair without corrosion protection (tops, middles and bottoms).

- e) Cages are inspected and sorted as repairable and scrap.
- f) Clip integrity to be tested with a clip tester during sorting process.
- g) The cages will be repaired and stacked in crates.
- h) No loose wires or bent cages and sharp edges will be accepted.
- i) The criteria for repairable cages are cages that pass clip test and have less than 12 loose welds.
- j) Scrap cages would be cages that are badly bend and with more than 12 loose welds.
- k) Scarp cages must be stacked in designed area indicated by the Eskom Project Supervisor.

5.3 Replace damaged short tops

- l) The *contractor* removes and replaces all damaged shot tops on the top cage sections.
- m) At least 4 welds on the retaining ring would be required.

5.4 The Contractor will carry-out corrosion protection to cages as follows on instruction of the Employer:

- n) Cages are cleared whereby loose rust and dirt are removed (wire brush).
- o) The cages are cleaned with high pressure cleaner.
- p) Ensure cages are dry and clean before being painted.
- q) Cages are painted by immersing the cage in a bath of black, SNK10 Etch Primer.
- r) One dip will be accepted (DFT of 25-30 microns).
- s) The cage is drip-dried.

- t) Top, middle, and bottom type cages are stacked in separate crates.

5.5 Crate refurbishment and manufacturing.

- a) The crates used to stack cages in would be inspected.
- b) Damaged crates would be released for refurbishment.
- c) The *Contractor* would also be required to manufacture and paint new crates for the handling of cages out of 5 mm angle iron. The crate design to be strong enough to withstand normal wear & tear from handling of cages in them.

5.6 Consumables and storage space

- a) The *Contractor* is responsible for the supply of all consumables, including welding rods, gasses, cutters, tools and all necessary equipment required to complete the works.
- b) The *Contractor* is responsible to provide his own storage facility for his material.
- c) The *Contractor* will indicate the number of cages per crate for assessment purposes.
- d) The cages will be packaged in 200 to 250 cages per crate.

5.7 Construction, Erection and Maintenance Work on Site

- a) The *Contractor* is responsible for the provision of all, or any temporary or expendable materials required to allow for storage of material.
- b) The *Contractor* is responsible for the safeguarding, care and security of all items whilst in the *Contractor's* custody and control, until completion of the works.
- c) The *Contractor* is responsible for all lifting equipment required to complete the work.
- d) The *Contractor* provides the following qualified personnel:
 - i. Forklift driver.
 - ii. Safety Officer.
 - iii. Welders
 - iv. Fire Watch
 - v. She rep
 - vi. Quality controller

5.8 Power Supply Arrangements

- a) The *Contractor* installs commission and certifies power as specified under 4.2.12 New Office. The *Contractor* to issue a COC for the installation/ DB's.
- b) The *Contractor* must supply power supply requirements within the tender document. The *Employer* does not guarantee continuity of supply of any of these items and no claims of whatsoever nature as a result of failure to continuously supply such equipment will be considered.
- c) If the *Contractor* require more Electrical Distribution Boards the *Contractor* supply these and they will comply with OHSA 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.
- d) The *Contractors'* Electrical Distribution Boards are installed at the works at a time negotiated with the Supervisor, prior to the possession date. Distribution boards are connected to a 380V three-phase

AC power supply by the *Employer*, only after the *Contractor* has submitted the valid certificate of compliance.

5.9 Use of the Employer's Tools and Equipment

- a) The *Contractor* is responsible for the repair, replacement, or correction as necessary of all pieces of tools and equipment supplied by the *Employer* which are damaged and / or lost whilst in the *Contractor's* custody and control.
- b) The *Contractor* ensures that any one of his employees or *Sub-Contractor*, operating hoist and mobile equipment belonging to the *Employer*, is authorised by the *Employer*.
- c) Take note of Core Clauses 11.2 (11) and 31.2. If the *Contractor* requires use of any of the *Employer's* Equipment, including compressed air, electricity, water supply and hoists, it must be specified.
- d) The *Employer* will do inspections and tests on plant equipment prior to unit possession date to ensure that the plant is handed over in a good state.
- e) The *Employer* however cannot guarantee continuity of supply of any of these items, and no claims of whatsoever nature as a result of failure to continuously supply such Equipment will be considered.
- f) The *Employer* is entitled to withdraw use of the said Equipment, should proper maintenance and cleanliness not be ensured. In that event, the *Contractor* is obliged to provide the necessary Equipment at his own cost.

5.10 Access given by the Employer for correction of Defects

Access will be arranged by the *Employer* for the *Contractor* to correct defects according to Clause 43.4.

6 Site Establishment

6.1 Site Maintenance

- a) A fully serviced site yard equipped with offices, kitchen and toilets/showers would be made available to the Contractor.
- b) The *Contractor* is responsible for all materials and equipment required for the day-to-day operation of the site yard, including pens, paper, flashlights, batteries, cloths, cleaning equipment, toilet paper, soap and so on.
- c) A "clean site yard" typically refers to a construction or industrial site that is kept clean and well-organized. It implies that the area is free from clutter, debris, or hazards/risks that could impede work progress, compromise safety, or cause environmental problems. The *Contractor* shall be responsible for maintaining and servicing the available site yard. As part of the site establishment, the *Contractor* shall present to the *Project Manager* a schedule that will contain information to cover the following areas:
 - d) Schedule for general cleaning of the site yard – Indicating the schedule to clean the site yard. There should be no debris laying around, such as papers, cigarette buds, dust overhauls or empty cool drink bottles. The area must be neat, with nothing out of place. Stacking locations should be barricaded and designated.

- e) Bathroom cleaning schedule – Indicates cleaning frequency.
- f) Offices and kitchen cleaning schedule – Indicates cleaning frequency.
- g) Workshop cleaning schedule – Indicates cleaning frequency.
- h) Vegetation control, which includes a grass cutting schedule.
- i) *Contractor* Identifying information – The *Contractor* shall place signage with the company's name and contact information, directions for site visitors, and instructions on what personal protective equipment (PPE) must be worn if any specific PPE is necessary.
- j) The *Contractor* is responsible for providing and installing all adequate signage as per the risk assessment, this includes warning, information, prohibition signs and location of emergency response equipment.
- k) The *Contractor* shall provide the *Employer* with a site layout plan in soft copy and laminated size A1. The laminated site layout plan shall be presented in the site yard.
- l) Security – The *Contractor* shall ensure that the site is secure, and assets on site are kept safe after hours. All gates to be locked when no one is on site.
- m) Hazard awareness – The *Contractor* shall identify the hazards and risks on site and apply management controls to minimise the risk.
- n) The site yard shall be handed over via a walk-through, noting problems and/or the condition of property and equipment. The *Contractor* is responsible for correcting these defects and maintaining the site yard. Upon site de-establishment, another site handover would occur, and any uncorrected defects or damaged equipment would be repaired by the *Contractor*. The *Contractor's* goal should be to return the site yard in a better condition than when it was obtained.
- o) The *Project Manager* will conduct quarterly compliance audits and submit the audit reports to the Majuba Safety Department.

6.2 Access Road

- a) Repair or replace all broken curb stones.

6.3 Africa Store

- b) Repaired or replace all loose corrugated steel sheeting.
- c) The *Contractor* shall ensure that all lights are in a working order in their area of responsibility.

6.4 Cleaning of Site

- a) Pick up all small wires on grass area, cement block, and new paved area before, during and after the works.
- b) Sweep outer cement block and new paved area before, during and after the works.
- c) Sweep inside of Africa store before, during and after the works.
- d) Sort and stack the work and storage space inside Africa store neat before, during and after completion of contract, forklift may be needed to move heavy goods. This work will be under the direction of the *Contract* supervisor.

6.5 Site Office, Kitchen, and Toilet Facilities

- a) The site would be handed over by means of a walk down noting defects and or condition of property and equipment.
- b) These defects will be corrected and maintained by the *Contractor*.
- c) Upon site de-establishment another site handover would be conducted, and the uncorrected defects or damaged equipment would have to be corrected by the *Contractor*.
- d) The *Contractor's* intention should be to return the site yard in a better condition than it was received in.
- e) It must be noted that the toilet facilities are connected on a French drainage system to a Septic Tank. The use of all non-biodegradables is strictly prohibited, and any blockages or failure in the system is to be corrected by the *Contractor*.

6.6 Existing Site DB, Electrical System and Mobile Welding Distribution Boards

The workshop currently has a dedicated site DB supplying the Kitchen, Toilets, Workshop overhead LED Flood Lights (32A), Welding cubicle lights (16A), External floodlights (16A) and Two Mobile Welding DB's. Any defects on these electrical systems will be for the Contractor to correct.

6.7 Construct Fenced Area

As part of site establishment, the *Contractor* shall scrape clean and level an area measuring 9 m x 9 m at a location indicated by the *Employer* and erect a perimeter fence around this area. The new fence shall match the existing Clear View security fence panels in height, panel configuration, material, finish and colour to ensure a uniform appearance and equivalent level of security.

7 Plant and Materials standards and workmanship

7.1 Standards and Regulations

- a) ESKOM 240-55714363 Coal Fired Power Stations Lighting and Small Power Installation
- b) ESKOM 204-56227443 Requirements for Control and Power Cables for Power Stations
- c) ESKOM 240-86973501 Engineering Drawing Standard – Common Requirements
- d) ESKOM 240-64636794 Standard for Wiring and Cable Marking in Substations
- e) ENG/GEN/04 Standard Coding/Labelling for Majuba
- f) SANS 10142-1:2012 The wiring of premises. Part 1: Low-voltage Installations
- g) OHS Act 1993 Occupational Health and Safety Act of 1993
- h) ESKOM 240-56356396 Earthing and Lightning Protection Standard
- i) 240-56356411 Fire Barrier Seals for Electrical Cable Installations

8. Specifications

Title	Date or revision	Tick if publicly available
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ESKARAAG4 – Operating Regulations for High Voltage Systems.	September 2005	
Occupational Health and Safety Act.	Latest Revision	√
SERV/FIRE/02 - Hot Work Procedure.	March 2005	
BIA/ENV/01 - Waste Management at Majuba.	December 2006	
BIA/ENV/04 - Environmental Management Policy.	December 2006	
Majuba Power Station Environmental Requirements for Contractors and Suppliers ENV/GEN/SPEC/01	Rev 2 11/03/2022	√
GGR 0992 – Plant Safety Regulations.	May 2004	
ENG/GEN/QA/01– Quality Requirements for Engineering and Construction Works.	January 2007	
36-238 - Fabric Filter Plant Operational Procedure	February 2013	
MAINT/ADM/POL 02 - REBAG POLICY DOCUMENT	September 2012	
MAINT/MMD 103 87 - ON LOAD FFP BAGS LIME COATING	December 2013	
MAINT/MMD 104 09 – OF LOAD FFP BAG LIME COATING	June 2018	
OPS OOPHPB02 – FFP RE-BAG CELL SHUTDOWN AND REINSTATING	February 2018	

9. List of drawings


9.1 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.


Note: Some drawings may contain both Works Information and Site Information.

Drawing number	Revision	Title
0.66/95371 Sheet 1	1	Fabric Filter Plant Units 1 to 6 – Filter Bag 10 Wire – 7000mm Long – 3 Section Cage Detail.
0.66/95371 Sheet 2	1	Fabric Filter Plant Units 1 to 6 – Filter Bags 7000mm Long Detail.

ANNEXURE A – ENQUIRY / CONTRACT / ORDER QUALITY REQUIREMENT FORM QM-2/28(a) Rev 4

	ENQUIRY/CONTRACT/ORDER QUALITY REQUIREMENTS	QM – 2/28 (a) Rev 4		
ENQUIRY/CONTRACT NO: _____ STATION: _____				
EQUIPMENT/SERVICE: _____				
Section 1 to 3 covering introduction scope, reference documents, abbreviations and definitions are common to all specified requirements				
Section 4 requirements		Indicate Yes or No as applicable in box below		
QUALITY MANAGEMENT SYSTEM		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.1</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.1	
4.1				
DOCUMENTS TO BE SUBMITTED WITH THE TENDER		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.2</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.2	
4.2				
DOCUMENTS TO BE SUBMITTED AFTER THE CONTRACT AWARD DATE		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.3</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.3	
4.3				
CONTRACT QUALITY PLAN REQUIREMENTS		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.4</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.4	
4.4				
QUALITY CONTROL PLANS		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.5</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.5	
4.5				
INSPECTION AUTHORITY (OHSA EQUIPMENT ONLY)		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.6</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.6	
4.6				
INSPECTION AND TESTING		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.7</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.7	
4.7				
RELEASE OF PLANT AND MATERIAL		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.8</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.8	
4.8				
CONTROL OF CORRECTIVE ACTION AND STOP WORK ORDERS		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.9</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.9	
4.9				
APPLICATION FOR DEFECT ACCEPTANCE		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.10</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.10	
4.10				
CONTROL OF QUALITY RECORDS		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.11</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.11	
4.11				
PRESERVATION OF PRODUCT QUALITY		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.12</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.12	
4.12				
DELIVERY		<table border="1" style="width: 80px; height: 20px; margin: auto;"> <tr><td style="text-align: center;">4.13</td></tr> <tr><td style="height: 15px;"> </td></tr> </table>	4.13	
4.13				
NAME	SIGNATURE	DATE		
PROJECT MANAGER _____	_____	_____		
CONTRACTOR _____	_____	_____		
EMPLOYERS QUALITY REPRESENTATIVE _____	_____	_____		

ANNEXURE B – ENQUIRY / CONTRACT / ORDER ISO 9000 SERIES FORM QM-2/28 (b) Rev 2

	ENQUIRY / CONTRACT / ORDER ISO 9000 SERIES	QM – 2/28 (b) Rev 2														
ENQUIRY/CONTRACT NO: _____ STATION: _____ EQUIPMENT/SERVICE: _____ THE FOLLOWING AREAS OF ISO 9001 FOR QUALITY MANAGEMENT SYSTEMS WILL BE APPLICABLE AS INDICATED BELOW FOR THIS CONTRACT ARE MANDATORY																
		PLEASE INDICATE YES / NO														
1. Quality Management System: General Requirments Documentation Requirements	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>				<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>											
2. Management Responsibility: Management Commitment Customer Focus Quality Policy Planning Responsibility, Authority and Communication Management Review	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>							<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>								
3. Resource Management: Provision of Resources Human Resources Infrastructure Work Environment	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>					<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>										
4. Product Realisation: Planning of Product Realisation Customer – Related Processes Design and Development Purchasing Product and Service Provision Control of Monitoring and Measuring Devices	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>								<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>							
5. Measurement Analysis and Improvement: General Monitoring and Measurement Control of Non-conforming Product Analysis of date Improvement	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>						<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table>									
NAME	SIGNATURE	DATE														
REQUIRMENTS ACCEPTED BY:																
Project Manager	_____	_____														
Contractor	_____	_____														
Employers Quality Representative	_____	_____														



QUALITY CONTROL PLAN

Contractor's detail / Job number

Client: Majuba Power Station

Contract/Order No:

Date:

Page: of

Item/Plant/Material:

Section:

Rev:

QCP No:

Inspection Authority:

Contractor

Client

3RD Party Inspection

Step	Activity Description	Specs/Proc	Key	Signature	Date	Key	Signature	Date	Key	Signature	Date

PREPARED BY:

Intervention
Legend:

Contractor Approval

Client Approval

3RD Party Inspection

DATE:

- M=Hold
- S=Surveillance
- W=Witness
- R=Review
- A=Approval
- I=Inspection

Name

Sign

Date

Name

Sign

Date

Name

Sign

Date