

	Instruction	Hendrina Power Station
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Title: The Provision of Basic, Advance and Final training of Fitters, Electricians, and Instrument Mechanics for Hendrina Power Station on an “as and when required basis” for a period of 5 years (service contract).

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1. Introduction

Hendrina Power Station is receiving yearly intake of Maintenance Training Learners on a Section 26D occupational qualification as stated in the skills development act. Learners are required to get training until they get the qualification as Artisans, this contract is for provision of Fitters, Electricians and Instrument Mechanicians. The training institution shall also provide toolboxes for each learner artisan, the institution must also be around Middelburg and Witbank.

2. Supporting Clauses

2.1 Scope

The scope is for the Provision of Basic, Advanced and Final training around Middelburg and Middelburg of Fitters, Electricians, and Instrument Mechanicians including toolboxes for each learner for Hendrina Power Station (around Middelburg and Witbank area) on an as and when required basis for a period of 5 years (service contract) – NEC3 (TSC).

2.1.1 Purpose

The purpose of this instruction is to outline the scope for the provision of Basic, Advanced and Final training on the expectation on both the Service provider and employer for the duration of the contract.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- (1) 32-727 Safety, Health, Environment and Quality (SHEQ) Policy
- (2) 32-1034: Eskom Procurement Policy Rev 6

2.2.2 Informative

- (1) NEC3 Terms Services contract

2.3 Definitions

Names	Explanation
Apprentice	Learner Artisan in the field defined by Trades Occupations
Learner	A person who is learning, student, apprentice, trainee
Risk	The chance of something happening that will have an impact on objectives.
Training Centre	A centre that conducts theoretical and practical training as well as the assessment thereof

2.4 Abbreviations

Abbreviation	Explanation
QCTO	Quality Council for Trades and Occupations

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Abbreviation	Explanation
PCM	Process Control Manual
SOW	Scope of Work
NAMB	National Artisan Moderation Body

2.5 Roles and Responsibilities

Role	Responsibility
Employer	It is the responsibility of the employer to ensure that the contractor adhere to the requirements as stated in the SOW
Service provider	It is the responsibility of the Service provider to ensure that the scope outlined in this instruction is adhered to throughout the contract period.

2.6 Process for Monitoring

N/A.

2.7 Related/Supporting Documents

N/A

3. Scope of work for Learner Artisans

3.1 Executive Overview

Type of Training (Only Institutionalised Training) around Witbank or Middelburg

3.1 Apprentice (Occupational Basic Training Level 1)

3.1.1 Fitting

3.1.2 Electricians

3.1.3 Instrument Mechanician (Measurement Control and Instrumentation)

3.2 Apprentice (Occupational Advance Training Level 2)

3.2.1 Fitting

3.2.2 Electricians

3.2.3 Instrument Mechanician (Measurement Control and Instrumentation)

3.3 Apprentice (Occupational Final Training Level 3)

3.3.1 Fitting

3.3.2 Electricians

3.3.3 Instrument Mechanician (Measurement Control and Instrumentation)

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3.4 Equipment and Tools of Training

Accreditation Status

3.4.1 NAMB

3.4.2 QCTO

3.5 Accredited Trade Test Centre

3.5.1 Trade Test Officers accredited with NAMB and QCTO.

3.5.2 Assessors Registered with NAMB and QCTO.

3.5.3 Moderators Registered with NAMB and QCTO.

3.6 Toolbox for the following Trades

3.6.1 Fitting

3.6.2 Electricians

3.1.3 Instrument Mechanician (Measurement Control and Instrumentation).

4.1 Time Management

- The Manage Learning Delivery Process Control Manual stipulates the Curriculum Time Frames for each level of training i.e., Level 1, 2 and 3

4.2 Skills required

- Trade Test Officers accredited with NAMB and QCTO
- Assessors Registered with NAMB and QCTO
- Moderators Registered with NAMB and QCTO.
- Documents (Learner progress reports, Register Learners to obtain Serial Numbers) and Learner Trade Certification.

4.3 Tools and equipment requirements

- Preventive Protective Equipment

4.4 Preservation requirements

None

4.5 Transportation Requirements

None: Saving on **Transportation** of Learner Artisans (Learner Artisan Training Institution's address should be around Witbank and Middelburg)

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4.6 Accommodation Requirements

None: Saving on **Accommodation** of Learner Artisans (Learner Artisan Training Institution’s address should be around Witbank and Middelburg)

4.7 Summary of the Scope

The scope comprises of the following:

Level 1 SOW (Basic Training) Occupational Training as per trade curriculum.

Level 2 SOW (Advance Training) Occupational Training as per trade curriculum.

Level 3 SOW (Final Training) Occupational Training as per trade curriculum

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5. General Considerations

ACTIVITIES	SPECIFICATIONS
PRE-REQUISITES / PRE-CONDITIONS	
SAFETY Specified safety requirements for the specific system	
When performing daily activities entailed in the SOW as Section 4-6	Hendrina Power Station SHE specifications for principal contractors
During office hours performing daily activities in the plant and offices	Compliance to COVID19 regulations and strategy to preserve lives in line with the site plans like splitting teams into two or/and working remotely
When travelling to site to perform daily duties	Compliance to COVID19 regulations and strategy to preserve lives in line with the site plans – 50% capacity in all vehicles used for Eskom business
ENVIRONMENT Specified pollution control requirements, specified waste management requirements, specified energy efficiency requirements.	
When disposing domestic waste, and recycling papers produced whilst performing daily activities	Hendrina Power Station Waste Management procedure
QUALITY All activities to comply with Eskom approved procedures, and standards.	
When developing Work Packages and activating maintenance strategies on SAP.	Hendrina Power Station Quality requirements for quality related items Eskom Work Package Standard, and Develop Maintenance Items Maintenance Plans and Schedule Work Instruction
RISK ASSESSMENT A risk report with a complete list of risks, risk rating and mitigating actions for the specific plant system.	
When performing daily activities entailed in the SOW as Section 4-6	Baseline Risk Assessment

6. Records to be kept

- None

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