FOSKOR

FOSKOR (PTY) LTD

ANNEXURE "A"

TECHNICAL SCOPE OF REQUIREMENTS
FOR THE
SCAFFOLDING ERECTION AND DISMANTLING SERVICE AT FOSKOR MINE

DOCUMENT- AND PROJECT APPROVAL			
	FOSKOR OFFICIAL	**SIGNATURE**	**DATE**
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1 INTRODUCTION

Foskor (Pty) Ltd. is an opencast mining and beneficiation operation situated in Phalaborwa. The core business of the Phalaborwa operation is the mining and beneficiation of phosphate rock. The Foskor operation situated in Richards Bay is primarily a producer of phosphoric acid, phosphate-based fertilizers and lower volumes of sulphuric acid. As part of its maintenance strategy, the company recognizes the importance of ensuring that infrastructure, equipment, and plant facilities are kept in optimal condition to support safe and efficient operations.

Within this broader maintenance framework, scaffolding is an essential requirement. Incorporating scaffolding into the maintenance strategy therefore strengthens Foskor's ability to maintain operational continuity, safeguard employees, and uphold its commitment to workplace safety.

2 PRE-QUALIFICATION

No	Pre-Qualification Requirements	Comments
1.	CIDB 7 SL	CIDB Grading certificate.

3 SCOPE OF WORK

3.1 SCOPE - EXTENT OF WORK OR SERVICE REQUIRED

The contractor shall be capable of supplying and erecting scaffolds ranging from Inspection purposes through to Heavy Duty industrial scaffolds application in accordance with SANS 10085 and Foskor COP 97. All scaffolds shall be clearly tagged indicating scaffold class, maximum load, inspection status and handover dates.

The contractor shall provide a competent Quality Control Officer responsible for compiling and managing the contractor's quality management system. In the event of any failures within this system, Foskor reserves the right to request evidence of the Quality Control Officer's experience and qualifications. Should these not meet the required standards, the contractor will be expected to secure the necessary services at its own cost.

A suitably qualified individual must also be appointed to compile the statement method and, when required, develop the associated Microsoft Project plan. This person will be responsible for managing and updating the plan on a defined basis and presenting progress to the Foskor Project Engineer. The planning and management of this process is expected to be executed entirely by the contractor, and the associated costs will be borne by the contractor.

Scaffolding arrangements shall be made by the contractor. Requirements must be communicated to the scaffolding company at least three days prior to use. Proof of requests, arrangements, and actual scaffolding installation must be provided to Foskor upon request to ensure transparency and accountability.

3.2.2 Project costing and expenses:

The contractor shall supply all engineering services, materials, labour, transport, supervision, consumables, equipment, tools, and any other items necessary to complete the scope of work successfully, unless otherwise stated.

3.2.3 Disposal of refuse

The contractor shall be responsible for the daily disposal of refuse and waste generated by its staff. The site must be kept clean, neat, and tidy at all times, in compliance with Foskor's Waste Management Code of Practice.

3.2.4 General requirements for commissioning

Commissioning and handover will be executed in accordance with Foskor's established procedures or as directed by the Engineer. Typically, the Foskor Punch List and Handover Certificate will be used to formalize this process.

3.2.5 Scope Specific statutory and legislative requirements

The appointed service provider shall comply with all relevant statutory and legislative requirements. This includes adherence to the latest revisions of **SANS 10085** and all referenced SANS standards, ensuring that the work is carried out in line with recognized industry and safety regulations.

3.2 BASIC REQUIREMENTS

This work entails the scope to provide a scaffolding erecting and dismantling service on Foskor mine.

a) Obtain full work permit

b) All work includes all tools, labour, equipment, transport, supervision, management, coordination, administration, quality management, project communication and management, Safety management, etc.

c) Foskor Site - See indicated Map- Typical

Typical average plant distances from **Security** – one-way trip - Security indicated on Map below.

- Primary North crusher 3km
- Primary East crusher 4km
- Mining offices 2.5km
- North Pit 7km
- Primary South crusher 4km
- South Pit 7km
- Secondary East crushers plant 1km
- Secondary west crusher plant 1km
- Ext 8 plant 1.8km
- Milling plant 0.4km
- Flotation plant 0.6km
- Old and new Filter plant 1km
- Bospomp Filter plant 1.5km
- Drier 4,5,6 plant 1.3km
- Drier 7, 9 Plant 1.8km

- Magnetite loading station 3km
- Tailing plant 300ft 1.4km
- Southern Drain 1.8km
- TTPS 5.3km
- RWPS 7.2km
- Decant tower 12km

Note – This is not all the plants where scaffolding is required – this is merely an indication of distances to some places where scaffolding would be required.

Scaffolding will be required on various height levels of the plants.

d) Compliance to Foskor Scaffolding COP 97.

e) Compliance to SANS 10085 and relevant referenced SANS.

f) Typical aspects as per Foskor COP and SANS (Not limited to).

a. All scaffolding employees trained and authorised. Compliance to SANS.
b. Scaffolding maintenance and relevant maintenance records available and properly administered.
c. Supplied Scaffolding complying to SANS.
d. Scaffolding requesting and acceptance by client as per Foskor COP 97 and other relevant COP's and procedures. (Contractor management, Risk, lockout, etc)

g) General aspects to provide Service to Foskor mine

a. Response to request - Foskor make use of an internal job card system (JDE) no job card no work.
b. Scaffolding to be kept on Foskor site. Own store yards to be established and maintained. Establishment and maintenance for contractor's account.
c. Transport of scaffolding needs to be sufficient to deliver scaffold and people to site. No persons on the back of an LDV. Ensure TMM's that deliver scaffolding is sufficient. Trailers are not preferred as this will cause TMM incidents and damages. Trailers may get stuck at mining, Tailings, and crushers. This is a mining environment and TMM's should have the capability to operate and drive in the mine environment safely.
d. TMM's for Mining, Crushers and Tailings area requires roll over protection, ***PDS compatible with level 9 CAS, and reverse hooter.*** See COP 59.
e. Maintain scaffolding as per SANS with all relevant records (Auditable).
f. Supply scaffold material as per SANS with all relevant traceable records (Auditable)
g. Erecting a safe scaffold safely as per SANS and declare it safe for use.
h. Dismantling Scaffolding in a safe way.
i. All employees trained and certified to erect scaffold. Comply to SANS.
j. Make use of Foskor overhead cranes (authorised and trained) to deliver Scaffolding material in buildings. Training and authorisation lifting and rigging, working at heights, and Foskor OHC licence.

h) It is the Service provider's responsibility to deliver the Scaffolding material to the point of use and remove afterwards.

i) Site establishment

a. All site establishment offices need to have a valid COC.
b. Suitable site establishment to include lunch area and facilities as per Foskor COP's. Includes green area, Communication (ISO), etc. See Foskor contractor management COP 25

j) Scaffolding Inventory on site

a. Scaffolding on site should be at least ***135 tons*** inventory of Tube & Coupler or Kwikstage or Ringlock type scaffolding with the capability to increase with prior notice to cater for capital project related requirements.
b. Provision of Ad Hoc scaffolding requirement of at least ***60 tons*** inventory of Tube & Coupler or Kwikstage or Ringlock type scaffolding per annum to cater for additional annual maintenance shutdown requirements.

k) Scaffolding Crews (Labour) on site

a. The Bidder shall provide and maintain adequate scaffolding resources throughout the duration of the Contract to service the handling of the 135t requirement. The bidder is to determine the required number of crews, but as a minimum requirement, the Bidder shall ensure that:

- A ***minimum of three (3)*** competent scaffolding erection crews are available and operational on site during normal daytime working hours.
- A ***minimum of one (1)*** competent scaffolding erection crew shall be maintained on standby and available for deployment outside normal working hours, including after-hours, nightshift, weekends, and public holidays, as and when required by the Employer.
- All scaffolding personnel, supervisors, and inspectors shall be suitably trained, competent, and compliant with the requirements of the Occupational Health and Safety Act, Construction Regulations, and SANS 10085.
- The Contractor shall ensure that sufficient personnel, tools, equipment, transport, and materials are available to support the minimum crew requirements and to respond promptly to operational and emergency scaffolding requirements.
- The above minimum crew requirements shall be deemed to be included in the Contract Rates and Prices, and no additional payment shall be made for maintaining these resources on site or on standby.

l) Safeguarding

a. It is the contractor's responsibility to safeguard its own equipment and tools. Foskor shall not take any responsibility for loss or damage that may occur.

m) Management Requirement – Typical but not limited to. Competent and appointed as per SANS.

a. Pass Foskor **2.6.1** Legal exam.
b. Pass LACA (Legal Assessment)
c. Appointed as 2.6.1 - Regulation MHSA 2.6.1.
d. Transport to ensure proper site management and safety.
e. Ensure compliance to MHSA for all contracted work.
f. Support Foskor in managing scaffolding as per ISO requirements.

n) Supervisors Requirement (MHSA) – Typical but not limited to. Competent and appointed as per SANS.

a. Pass Foskor 2.9.2 Legal exam.
b. Pass LACA (Legal Assessment)
c. Appointed as 2.9.2 – regulation MHSA 2.9.2
d. Each team to have its own 2.9.2 appointee **including night shift.**
e. Legal appointee full time on site with team. **No 2.9.2 appointee** on site no work.
f. Ensure compliance to MHSA.
g. Support Foskor in managing scaffolding as per ISO requirements.

o) Safety Management

a. Have a qualified Safety officer to assist team and ensure proper safety management / documentation.
b. Provide full safety officer functions.
c. Service provider to provide transport to ensure proper site management and safety. Liaise with Foskor Safety team and ensure compliance.
d. Manage Safety File as per Foskor safety file index and ensure communication between Foskor safety and service provider employees takes place.
e. Support Foskor in managing scaffolding as per ISO requirements.

p) After hour service

a. Provide after hour service within 1 hour from Call out. Clock in at Security from Security call to provide service.
b. Have a team with relevant 2.9.2 supervisor on site.
c. Have adequate material to provide service on Foskor mine.
d. Have adequate transportation and delivery of material.
e. Ensure compliance to labour hours worked as per Foskor ministerial determination.
f. Ensure procedures is documented, presented to Foskor for acceptance and approval – Who receives the call and how the team will be dispatched on a call out basis. Ensure Back-up Telephone numbers.

q) Billing and invoicing

a. Ensure billing is supported by relevant information - Sketch of Scaffolding erected indicating sizes, labour time and relevant calculations. To be presented to client for approval with invoice.
b. All rates to be inclusive of assembling and dismantling of scaffolding.
c. P &G's to be divided for the month into all the invoices and must be stated as a separated line on each invoice.
d. Monthly progress report – Typical required information – Summitted to Engineering Manager
    i. Safety – Safety statistics, hours worked (Compliance to MHSA), Safety issues.
    ii. Numbers of Scaffolds built, and number dismantled per Plant.
    iii. Technical and quality issues
    iv. Maintenance conducted – compliance, quality, etc.
    v. Commercial - Scaffolding contract value, Scaffolding claimed, Remaining value.

r) PPE

a. The service provider is to supply, maintain all relevant Personal Protective Equipment to his employees. Align this PPE to Foskor COP's, Policies and procedures as well as the MHSA.

s) Extract of training requirements from SANS:

3.3 TRAINING AND EXPERIENCE REQUIREMENTS

A. Stages of training

The training of a scaffolding erector shall be undertaken in three progressive stages, as follows:

a) General Worker (scaffolding);

b) Assistant to Scaffolder (sometimes called a Scaffolding Fixer); and

c) Scaffolding Erector.

Each training stage shall be followed by a prescribed period of practical, on-site experience to gain. practice in the application of the training.

B. Training syllabus for General Worker (scaffolding)

1) The training modules shall include the following:

a) industry induction training.

b) use and application of scaffolding equipment, tools and personal protective equipment (PPE).

c) loading, off-loading and storing of scaffolding equipment.

d) methods of marking defective equipment and quarantine areas (see 12.7).

e) preparing scaffolding foundations; and

f) erecting and dismantling of trestle scaffolds.

2) The training stage shall be followed by a period of practical experience of at least six months before commencing the next training stage.

C. Training syllabus for Assistant to Scaffolder (Scaffolding Fixer)

1) The training modules shall include the following:

a) erecting and dismantling of mobile and static tower scaffolds.

b) erecting and dismantling of tied-independent scaffolds.

c) erecting and dismantling of birdcage scaffolds.

d) erecting and dismantling of ladder access on all three mentioned scaffolds in (a) (b) and (c) above.

e) erecting and dismantling of a protection apron (fan); and

f) erecting and dismantling of a rubbish chute.

2) The training stage shall be followed by a period of practical experience of at least six months. before commencing the next training stage.

D. Training syllabus for Scaffolding Erector

1) The training modules shall include the following:

a) erecting and dismantling of a barrow ramp.

b) erecting and dismantling of circular scaffolds.

c) erecting and dismantling of a cantilever/truss-out scaffold.

d) erecting and dismantling of a bridge scaffold

e) erecting and dismantling of a drop/hanging scaffold; and

f) interpreting and working from scaffold drawings and sketches.

NOTE It is accepted that certain scaffolding erector skills will be specific to a particular industry sector. The above training syllabus may therefore be varied at the discretion of the relevant Sector Education and Training Authority (SETA), for example, the scaffolding erector training requirements for the Aircraft Maintenance industry may wish. to include "counter-weighted mobile towers with cantilevered platforms" in the training syllabus, and remove "Barrow ramps".

2) The training stage shall be followed by a period of practical experience of at least six months.

E. Training syllabus for a Scaffolding Team Leader who will lead an erecting team.

1) The training modules shall include the following:

a) basic supervisory skills (first-line supervisor level).

b) team leadership skills.

c) communication skills (with both supervisors and subordinates).

d) counselling for performance of his team members.

e) disciplinary methods and procedures.

f) organization of work for optimum productivity.

g) sufficient knowledge of the OHS Act to ensure work team safety; and

h) final checking of work before submitting for inspection.

2) The Scaffolding Team leader shall only be appointed in writing to lead a scaffolding team once. he has completed the training required in 16.2.5.1, and his total scaffolding experience exceeds two years and six months.

F. Training syllabus for an Inspector of Scaffolding

1) The training modules shall include the following:

a) knowledge of the applications and limitations of different types of scaffolding;

b) knowledge of the applications and safe working loads of scaffolding components;

c) knowledge of the classification for scaffolding platforms and the loading limitations for scaffolds with multi-level platforms;

d) knowledge of the requirements for stability against overturning of free-standing platforms and of the purpose of scaffolding ties, the maximum spacing of ties, and the various conditions which affect the tie spacing requirements;

e) knowledge of the OHS Act requirements, including the application to scaffolding operations of applicable sections of the Act, and the responsibilities the Act places upon persons inspecting

scaffolding; and

f) documentation relevant to the inspector's role, including the scaffold inspection register and handover certificates.

2) Upon completion of the training stage, the inspector shall have sufficient knowledge to reliably determine the following:

a) the fitness for purpose of the equipment used to construct the scaffolding;

b) the suitability of the scaffolding for the usage classification;

c) that the number of working platforms allowed is known by the user;

d) that the foundation details comply with clause 8 of this part of SANS 10085;

e) where applicable, that scaffolding ties comply with 10.10.3;

f) that the bracing has been applied in accordance with 10.10.4, and that other applicable requirements of clause 10 for the different types of scaffolding are met;

g) that the platforms comply with the requirements of 10.19;

h) that adequate access is provided to the working platforms, either by

1) ladders which comply with the requirements of 10.7, or

2) staircase towers linked to working platforms with safe walkways, or

3) an acceptable alternative access method (for example, direct from the structure), which is both convenient and safe; and

i) that signs which comply with the requirements of 11.6 have been placed on the scaffold.

3) The person inspecting a scaffold is required to be competent in both the erection and maintenance of scaffolds, and he/she shall be able to instruct the scaffolder in areas where faults have to be corrected.

The person shall have knowledge of the abuses that a scaffold can suffer as a result of illegal actions by users and others, and he/she shall be aware of the necessity to look out for instances where scaffolding ties, braces, platform boards, etc., have been removed by a user.

3.4 ACCREDITATION

Training establishments, trainers and certification procedures shall be accredited by the Department of Labour.

4 PROJECT URGENCY

Project urgency is defined below:

This service will take place during all operation hours – Foskor runs 24 hour 7 days a week.

5 DELIVERY OF MATERIALS AND EQUIPMENT

It is the responsibility of the contractor to take delivery, off-load, store and move into their permanent position all equipment and materials covered under this scope. The contractor shall, at its own expense, be responsible for the delivery of imported plant and equipment, materials and contractor’s plant and equipment in connection with the

execution of the work, including but not limited to securing of permits and customs clearances, payment of handling costs, storage costs, releasing costs, transportation costs and duties, taxes, imports, excise and charges of any kind that may be imposed by the South African Government, or any of its agencies and political sub-divisions relating to the supply and delivery of imported plant and equipment, materials and Contractor's plant and equipment to site.

6 QUALITY

i. The service provider must provide the necessary quality management systems and plans to ensure that the quality of his work complies with the requirements of this scope of work.

ii. The service provider shall during all phases of construction comply with the Foskor approved Quality Assurance Plan.

iii. The service provider shall be responsible for all the resources required for executing the Quality Management System including but not limited to, developing the Quality Assurance Plan and performing the Quality Control measures to ensure that the deliverables comply with the specifications and standards mentioned in the scope of work.

iv. Any change requests / additional work resulting due to inadequate quality management system will be for the account of the service provider.

v. Foskor might appoint a third party for Quality Control Inspections.

vi. The Service provider will have to provide an approved quality system for all work executed.

vii. This will include the following but is not limited to:

   a. Quality plan

   b. Quality compliance – Performance and reports

   c. Quantity surveying

   d. Quality Assurance

   e. Quality Authorization matrix – part of the Quality plan

   f. Quality control

   g. Quality administration. – All documents, checks, measurements, reports, variances, analysis, Corrective actions, etc. needs to be properly filed and available on request at any time. The file will require an index.

   h. Includes all test work, laboratories, Filing, etc.

   i. Survey and survey verifications

   j. Construction versus design - Any Deviations from the approved "Construction Drawings"

   k. Quality communication – What needs to be reported to whom and at what frequency.

viii. Foskor envisage a complete quality System driven by the Service provider and this system/plan will be approved by Foskor and the appointed designer (if applicable) before construction/fabrication will be started.

ix. Compliance to this plan will be measured and failure to adhere to the quality plan will result in the stopping of construction activities until concerns have been addressed. The cost for this delay will be for the service provider's account.

x. Foskor may appoint a third party to measure and control Foskor's interest in the terms of quality in this contract and the service provider is expected to work in conjunction with this company.

xi. Hold points will be discussed and finalized with the successful service provider based on the approved Quality Plan.

The Quality Plan will only be compiled and signed off after the Method Statement and WBS* have been compiled.

Quality on Shutdown type tasks will be included in the Scope of Works, but the service provider will have to submit proof of an experienced quality assurer or relevant qualifications. If the service provider does not have this it will be required that this service be hired in by the service provider at his cost.

i. State any specific hold points that are not negotiable here.

ii. State any other applicable quality that is not in the "Parameters" section.

Method statement – the service provider must list all steps and actions required to complete the work as per the scope of work – typically includes the items listed below:

i. Key step and stages of the work required.

ii. Tools, Equipment, TMMS, etc

iii. Labour requirements, etc

iv. Spares, resources,

v. Safety requirements

***WBS** is a hierarchical and incremental decomposition of the project into phases, deliverables and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective, for example, a program, project, and contract.
This includes arrangements, tools, equipment labour, Tasks, Purchase, Quality, Communication, etc

7 ON-SITE SUPERVISION REQUIREMENT

- A Foskor work permit before commencement of site work.
- Full time 2.9.2 appointed supervisors will be on this site for the entire duration of site work or every shift. No legal appointee allowed to do tool work.
- A 2.6.1 appointed site manager for overall site management.
- Appointed Safety Officer for the entire duration of site work.

8 KEY PERFORMANCE INDICATORS

The Contractor's performance shall be measured against the following minimum Key Performance Indicators (KPIs):

Activity	KPI Requirement
Emergency Scaffold Response	≤ 1 Hour
Normal Scaffold Request	≤ 24 Hours
Planned Scaffold Request	≤ 72 Hours
Scaffold Inspection	Daily Visual Inspection / Weekly Formal Inspection
Scaffold Tagging Compliance	100% Compliance
Scaffold Availability	≥ 98%

The Contractor shall meet or exceed the above KPIs throughout the duration of the Contract. Performance against these indicators will be monitored by Foskor and may be used in the assessment of the Contractor's overall service delivery performance. Failure to achieve the specified KPI targets may result in the implementation of corrective action plans and other contractual remedies at Foskor's discretion.

9 SAFETY

Service provider to refer to the full and updated Foskor COP's available:

i. The service provider and sub-service providers need to always comply with the Mine Health and Safety Act. All Foskor COP's Policies and procedures need to be adhered to.
ii. A service provider 2.9.2 to be permanently on-site.
iii. Medical, Induction, Foskor ID Card, etc. is approximately R700 per person. Exit medicals need to be done on termination of the contract.
iv. The successful tenderer will be required to compile a Foskor Work permit and at least 2 weeks should be allocated for this. The service provider must provide the following appointed persons in terms of the MHSA: 2.6.1; 2.9.2 and Section 29(1) – SHE REP for the duration of the contract.
v. All vehicles and cranes as well as other TMM's to be inspected before entering Foskor Premises.
vi. All person competencies to be verified before being allowed to work on Foskor premises for a specific task.
vii. The service provider must compile a Safety File as per Foskor standard for all service providers and sub-service providers.
viii. Site access will need to be controlled and all persons must receive site-specific induction before entering the site.
ix. Conduct inspections as per Foskor Safety System. Analyse data and trends and recommend preventative measures where required.

x. Ensure all authorizations are in place as per the Foskor Safety System. Arrangement with Foskor training to be done by the service provider to ensure that authorization and training are conducted. Arrange timeously.

xi. Ensure all workers competencies are available and have been validated.

xii. Ensure proper security, signboards, fencing, and barricading is in place on-site where applicable.

xiii. The service provider shall in general comply with the FOSKOR General Engineering Specifications, COP's, latest revisions, and all relevant regulations.

xiv. The service provider must complete a Baseline Risk Assessment (COP 01) before a work permit can be issued for the installation.

xv. All service providers not in possession of a valid Foskor ID card must complete the Foskor induction course and must undergo a medical examination at the Foskor clinic on the service provider's account.

xvi. The service provider shall be responsible for coordinating and integrating his schedule and responsibilities with other FOSKOR appointed contract manager on-site for this Scope of Work.

xvii. All personnel operating mobile equipment including LDV's must have a Foskor driver's permit.

xviii. An open Pit Licence is required for driving in the mining areas.

xix. All the required PPE and Safety Equipment are for the service provider's account.

xx. All service providers must ensure that:

a. Their workers are issued with the correct personal protective equipment free of charge.

b. That the workers wear the PPE per the project area's requirements or as given by the service provider Supervisor.

c. Training is provided in the correct use of PPE to workers.

d. Daily inspections are done on PPE.

e. The registers will be complete at least monthly on findings on PPE. (All PPE must be kept in good condition)

xxi. All providers of services need to be informed of the following minimum training applies to all service providers (irrespective of the tasks or scope of work) that will enter the Foskor Phalaborwa site with effect from 1 April 2014. This training is not presented by the Foskor Training section and service providers must ensure that the training is sourced through accredited external training companies:

a. Basic health and safety principles

b. HIRA

c. First Aid Training

xxii. All other training requirements must be aligned with the baseline risk assessment. Risks identified in the baseline risk assessment will provide guidance on training requirements. A summary of the training must be completed as well as status on required authorization as per Foskor COP's.

xxiii. Training certificates will be accepted when complying with the following:

a. Unit Standard Title

b. Learner Full name

c. Learner ID number

d. Competency achieved.

e. Date of Assessment

f. Assessors signature
g. Training provider logo
h. Training provider registration number and accreditation number.
i. SETA logo

10 LEGISLATIVE REQUIREMENTS – SUMMARY

10.1 Minimum Legislative Requirements:

The successful or appointed service provider shall comply with:

i. The Mines Health and Safety Act with Regulations (Latest revision)
ii. The National Road Traffic Act with Regulations (Latest revision)
iii. All applicable national and international legislative requirements and regulations.
iv. Foskor (Pty) Ltd. COP (Code of Practice) No. 25 for Service Provider Control (Available on request)
v. Foskor (Pty) Ltd. COP (Code of Practice) No. 59 for Trackless Mobile Machinery (Available on request)
vi. All Foskor (Pty) Ltd. Safety, Health, Quality and Environmental procedures applicable to the successful application of the contract. (Available on request)
vii. All Foskor procedures and policies apply to the successful application of the contract. (Available on request)

10.2 Summarised requirements/extracts from Foskor COP's

Before entering and operating a service vehicle (Own vehicle) on Foskor site, the appointed service providers shall:

i. Ensure that their driver/s have a valid national driver's licence for the specific class of vehicle, have been tested by the Foskor mobile equipment training centre and authorised by a Foskor MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.
(Contact the Foskor mobile equipment training centre at 015 789 2840 to make an appointment for competence testing and authorisations).

ii. The appointed service provides shall, before entering and operating a vehicle or trailer on the Foskor premises:
   a. Obtain permission from the Foskor Safety and Security manager to operate their nominated service vehicle/s or trailers on the Foskor site. (Forms will be provided)
   b. Obtain a certificate of fitness from the Foskor Light Vehicle maintenance workshop supervisor or appointed Foskor inspector for their nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl. Fridays) at the Light Vehicle Maintenance workshop.
   c. Submit the above permission and COF at the main security office for the issue of a vehicle access disk.

iii. Ensure that their service vehicles/trailers have been inspected (Daily) by the Foskor standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)
See Foskor COP 59, Trackless Mobile Machinery for details.

- Before entering and working on Foskor site the appointed service providers shall ensure that their workmen are:

i. Briefed on the required task and have been informed of any abnormal conditions/situations.

ii. Physically, emotionally, and mentally fit to perform their duty.

iii. Issued with the necessary PPE (Personal Protective Equipment) to safely operate their service vehicles and perform the duty of maintaining, servicing, inspecting, and testing earthmoving and mobile equipment.

iv. Before commencement of work:

a. All tools and equipment shall have been inspected and tested to be in good and safe working order.

b. All workmen have participated in the completion of a standard Foskor site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.

- Before entering and working on the Foskor site the appointed service provider shall:

i. Ensure that their portable electrical equipment have been tested and declared safe for use by the Foskor electrical services workshop.

11 PERMIT TO WORK

Before any on-site work under this contract may commence, the appointed or successful service provider shall obtain a PERMIT TO WORK from Foskor. The following guidelines are provided to assist the appointed service provider in obtaining a PERMIT TO WORK. (See Foskor COP 28 Permit to work and COP 25 Control of Externally Provided Processes, Products and Services (Service provider Control) for details):

i. The PERMIT TO WORK can be obtained from Safety, and on completion returned to the Legal Administrator, Foskor Safety department.

ii. Obtain a contract number from the Foskor Procurement or Projects department.

iii. Appoint a subordinate manager under Regulation 2.6.1 and an on-site supervisor under Regulation 2.9.2 of the Mines Health and Safety Act.

The appointed subordinate manager and supervisor shall be required to write and pass the Foskor 2.6.1 and 2.9.2 legal examinations within 30 days after the contract has been awarded.

Attend an hour-long legal exam briefing any Thursday between 08:00 and 09:00 at the Security training hall.

Write legal examination any Friday between 07:30 and 10:30 at the Security training hall. (Please book)

iv. Appoint an on-site SHE-Rep under section 29(1) of the MHSA to assist Regulation 2.6.1 and 2.9.2 on the daily on-site management of health, safety and environmental issues.

The designated SHE Rep must have the ability to read, write and express him/herself.

The appointed SHE-Rep shall be required to attend a five-day SHE-Rep training course within 30 days after being awarded this contract (Training free of charge). Make booking on 015 789 2531

A pre-requisite for attending the SHE-Rep training course is successful completion of Basic Health and Safety Principles and HIRA training.

See Foskor's COP 5 Health and Safety Representatives for details.

v. Provide a name list, including ID numbers, residential and postal addresses, and telephone numbers of all of the appointed service providers' on-site employees.

vi. All the appointed service providers' on-site employees shall undergo a full medical examination at the Foskor on-site CLINIX Clinic. The clinic can be contacted at 015 789 2427 for an appointment. Please note:
All NEW- and employees LEAVING the service of the appointed service provider must undergo a full entry or exit medical examination
Women who are pregnant or suspect that they may be pregnant must notify the examining medical practitioner.

vii. The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on Foskor site

viii. All the appointed service providers' employees shall receive/have received the following training:

- First Aid Level 1 (Provide own training)
- Working at heights (Provide own training)

11.1.1.1 Basic Health & Safety Principles (Provide own training)

11.1.1.2 HIRA (Provide own training)

11.1.1.3 Basic Firefighting. (Provide own- or receive Foskor training, contact 015 789 2531 for bookings)

11.1.1.4 Lock-out. (Provide own or receive Foskor training, contact 015 789 2531 for bookings)

All training not provided by Foskor must be verified by the Foskor training superintendent Mr Johan Fouche. Please contact him at 015 7789 2525 to make an appointment or email proof of training and certificates to *johanfo@foskor.co.za* to confirm compliance before requesting his approval on the PERMIT TO WORK.

ix. All the appointed service providers' on-site employees shall receive the basic Foskor site induction training at the Foskor Security office.

x. All the appointed service providers' on-site employees shall receive site-specific induction training provided by the Foskor area Regulation 2.6.1 appointee/s.

xi. A BRA (Baseline Risk Assessment) shall be completed for ALL "typical" tasks that will be completed under this contract. The BRA to be approved by the responsible Foskor MHSA 2.13.1 appointee and signed by all the service providers' employees. Make use of Foskor's BRA document, Annexure 1.2, contained in COP 1, Risk and Opportunities Management (Available on request)

xii. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.

xiii. All Foskor's appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1. a manager must undersign/approve the PERMIT TO WORK.

xiv. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. The registration number must be provided.

xv. SARS issued a tax clearance certificate.

xvi. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.

xvii. Upon successful completion and approval of the PERMIT TO WORK the Security department will issue the appointed service providers' employees with access ID cards.

xviii. Any other documents, certificates or records as requested by a Foskor official deemed necessary to ensure that all safety, legislative and administrative requirements have been met must be attached to the PERMIT TO WORK.

xix. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

12 SAFETY FILE

The appointed contractor must compile a SAFETY FILE specifically for this contract. The SAFETY FILE must always be available for inspection by a Foskor official: The following guidelines are provided to assist the appointed contractor in compiling a SAFETY FILE:

Before any work may commence, the appointed service provider must IN CONJUNCTION WITH THE FOSKOR SAFETY DEPARTMENT, compile a SAFETY FILE specifically for THIS contract. (Contact the relevant area responsible Safety Representative as indicated by Foskor at the Kick-off meeting.

The SAFETY FILE must always be available for inspection by a Foskor official.

12.1 TYPICAL CONTENTS OF SAFETY FILE:

i. Title and index cover page
ii. A copy of the PERMIT TO WORK.
iii. A copy of the MHSA Regulation 2.6.1 and -2.9.2 and SHE Rep appointment letters.
iv. A copy of Foskor COP 25, Service provider control.
v. Baseline risk assessment of ALL and ANY POTENTIAL tasks that may be performed on site under this contract. See Foskor COP 26, Critical Task Descriptions for details.
vi. Copies of critical task descriptions and standard operating/maintenance procedures.
vii. Copies of the appointed service providers safety, health, environmental, HIV and AIDS, smoking and waste management policies.
viii. Training records of all on-site employees.
ix. Employee records of actual time worked (Normal and overtime).
x. Copy of on-site induction training.
xi. Records of inspections of TMM (Trackless Mobile Machinery) and trailers. See Foskor COP 59, Trackless Mobile Machinery for details.
xii. Records of issues and inspections of PPE (Personal Protective Equipment) and safety equipment. See Foskor COP 65, Personal Protection Equipment for details.
xiii. Records of issues and inspections of PEE (Portable Electrical Equipment). See Foskor COP 60, Portable electrical Equipment for details.
xiv. Records of issues and inspections of tools and equipment. See Foskor COP 63, hand tools for details.

xv. Records of daily, weekly and monthly 2.6.1 / SHE Rep safety inspections. See Foskor COP 22, SHE Inspections for details.

xvi. Records of daily green-area and safety talks. See Foskor COP 7, Communication for details.

xvii. Any other documents, certificates or records as requested by a Foskor official deemed necessary to ensure that all safety, legislative and administrative requirements have been met.

Note:

The bidder / Service provider can obtain updated Foskor COP's and Engineering Specification on request.

12.2 Reminder of Risk identification – LIFE SAVING RULES

- *Risk Assessments and clearance certificates*
- *Lifting operations*
- *Working at heights*
- *Confined space entry*
- *Positive energy Isolation and lockout*
- *Moving Machinery*
- *Personal protective equipment*

  Risk assessment is applicable to all jobs and training apply to all that will do physical work!

Additional Safety Aspects:

Contractor to refer to the full and updated Foskor COP's available.

- The contractor and subcontractors need to comply with the Mine Health and Safety act at all times. All Foskor COP's Policies and procedures needs to be adhered to.
- A contractor 2.9.2 to be permanently on site.
- Medical, Induction, Foskor ID Card, etc. is approximately R800 per Person. Exit medicals need to be done at termination of contract.
- The Successful tenderer will be required to compile a Foskor Work permit and at least 3 weeks should be allocated for this. The contractor must provide the following appointed persons in terms of the MHSA: 2.6.1; 2.9.2 and Section 29(1) – SHE REP for the duration of the contract.
- All vehicles and cranes and other TMM's to be inspected before entering Foskor Premises.
- All electrical tools need to be certified and inspected before use at the Main Electrical workshop.
- All person competencies to be verified before being allowed to work on Foskor premises for a specific task.
- The contractor must compile a Safety File as per Foskor standard for all contractors and sub-contractors.

- Site access will need to be controlled and all persons must receive site specific induction before entering the site.
- Conduct inspections as per Foskor Safety System. Analyze data and trends and recommend preventative measures where required.
- Ensure all authorizations are in place as per the Foskor Safety System. Arrangement with Foskor training to be done by the contractor to ensure that authorization and training is conducted. Arrange timeously.
- Ensure all workers competencies are available and have been validated.
- Ensure proper security, sign boards, fencing and barricading is in place on site where applicable .
- The contractor shall in general comply with the FOSKOR General Engineering Specifications, COP's, latest revisions and all relevant regulations.
- The contractor must complete a Baseline risk assessment (COP 26) before a work permit can be issued for the installation / repairs.
- All contractors not in possession of a valid Foskor ID card have to complete the Foskor induction course and have to undergo a medical examination at the Foskor clinic for the contractor's account, the site-specific induction is also required.
- The contractor shall be responsible for coordinating and integrating his schedule and responsibilities with other FOSKOR appointed contract manager on site for this Scope of Work.
- All personnel operating mobile equipment including LDV's must have a Foskor driver's permit.
- All the required PPE and Safety Equipment are for the contractor's account.
- All contractors must ensure that:
    - His workers are authorized and issued with the relative ID cards.
    - His workers are issued with the correct personal protective equipment free of charge.
    - That the workers wear the PPE in accordance with the project area's requirements or as given by the Supervisor.
    - Training is provided in the correct use of PPE to workers.
    - Daily inspections are done on PPE.
    - The registers will be complete at least monthly on findings on PPE. (All PPE must be kept in good condition)
    - All tools, lifting equipment to be inspected and updated in the safety file.
- All providers of services need be informed of the following minimum training is applicable to all contractors (irrespective of the tasks or scope of work) that will enter Foskor Phalaborwa site with effect from 1 April 2014. This training is not presented by Foskor Training section and service providers must ensure that the training is sourced through **accredited** external training companies:
    1. Basic health and safety principles

2. HIRA
3. First Aid Training

- All other training requirements must be aligned with the baseline risk assessment. Risks identified in the baseline risk assessment will guide the requirements for training. A summary of the training must be completed as well as status on required authorization as per Foskor COP's. With the exception of the minimum training requirement, all other training will be provided by the Foskor Training department and should be booked in advance.

Note: You need a Foskor Driving license and your vehicle needs to be inspected for Road worthiness before being allowed inside the mine. You need an open pit license to drive in the Mine open pit area.

Note: Contractor can obtain an updated Foskor COP's from Projects at request

1. If a COP is not applicable to your section, please complete and attach the "Not Applicable" form in the space of the COP.
2. Always keep your file neat and clean.
3. A Foskor Representative may add or remove any other Foskor safety, health, quality and environmental policies and/or procedures deemed applicable.
4. If a COP is not applicable to this contract/project, please complete and attach the "Not applicable" form in the space of the COP.

- All the required PPE, Safety Equipment is for the CONTRACTOR's account.

12.3 MINIMUM CRITERIA FOR PERMITTING CONTRACTORS ON SITE

A. Background

Foskor (Pty) Ltd would like to ensure that all contractors are aligned with our goals to improve our SHEQ performance whilst ensuring compliance with the legal framework in which Foskor operate.

In order to achieve this, Foskor would like to draw attention to some of the minimum requirement that must be in place before any order is placed with a supplier of services without limiting or distracting from the full SHEQ requirements, Engineering Standards or Codes of Practices.

The requirements (both commercial and safety) must therefore be read in harmony and implemented without conflicting or compromising each other. This document is designed to communicate to all contractors as well as Foskor departments the absolute minimum requirement that is needed to ensure compliance with the Foskor standards as well as the MHSA. The requirements for permitting suppliers on site will differ depending on a number of considerations such as the nature of the services, consideration for the Health and safety risk as per the scope of work, the reason for inclusion on the data base and the capacity.

The guidelines is applicable to all contractor that perform work on the Foskor Phalaborwa site for a duration exceeding 5 days per year (either continuous or total days).

B. SHEQ Requirements

Legal Appointments required as per Scope of Work

The scope of work must clearly define the level of supervision that the work will require. This will also determine the required legal appointments for each contract. Guiding factors normally include the length of the contract, the size of the team/teams and the baseline risk assessment.

C. PPE

Any contractor that does not provide employees with his/her own personal protective equipment, use it incorrectly or use damaged equipment in the opinion of an authorised Foskor official, will be prevented from starting or continuing the work.

All contractors must ensure that:

- His workers are issued with the correct personal protective equipment free of charge.
- That the workers wear the PPE in accordance with the project area's requirements or as given by the Supervisor.
- Training is provided and records of training are kept in the correct use of PPE to workers.
- Daily inspections are done on PPE.
- The registers will be complete at least monthly on findings on PPE. (All PPE must be kept in good condition)

D. Training

Prospective service providers, who intend to tenders/quotes, must be informed that evidence must be provided that employees received the minimum training in Safety, Health and Environmental issues and submit this with their tender or quotation.

All providers of services need be informed of the following minimum training is applicable to all contractors (irrespective of the tasks or scope of work) that will enter Foskor Phalaborwa site with effect from 1 April 2014. This training is not presented by Foskor Training section and service providers must ensure that the training is sourced through accredited external training companies:

- Basic health and safety principles
- HIRA
- First Aid Training

All other training requirements must be aligned with the baseline risk assessment as defined in the scope of work. Risks identified in the baseline risk assessment will guide the requirements for training. As an example, if work entails working with overhead cranes, the employee/s need to be trained in lifting equipment and lifting tackle. The Foskor COP (COP 56) however also required that the person/s is not only trained, but also authorised to perform lifting tasks.

Training matrix (see Annex 2) is a summary of the training completed as well as status on required authorization as per Foskor COP's, with the exception of the minimum training requirement.

Typical training Matrix

		Minimum training			Legal Appointees				Job Specific/Risk based training requirements															Environm		
		Basic health and safety principles	COP 1: HIRA – Including Authorization	First Aid Training	SHEQ COP Level 1	COP 25: 2.9.2 Legal Exams	COP 25: 2.6.1 and 2.9.2 Legal Exams	COP 25: SHE REP	COP 56: Lifting equipment & lifting tackle	COP 94: Perform Hot work	COP 53: Lock Out	COP 99: Operate TMM (Foskor License and Open Pit	COP 96: Working at Heights	COP 93: Working on a conveyor belt	COP 94: Operate gas cutting equipment	Basic fire fighting	Artisan (red seal)	COP 96: Mobile Elevating Work Platform	COP 95: Confined Space	COP 88: Noise	Drowning Hazard & Water Rescue	COP 92: General electrical equipment	Radiation Awareness	ISO 14001 Awareness	Environmental Awareness	ISO 9001 Awareness
Require authorization			Yes			Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes			Yes				
Requirement based on risk assessment		Yes	Yes	Yes						Yes	Yes			Yes	Yes							Yes				
Comp nr	Name																									

Legend:	Completed training	√	Trained & Authorized as per COP	A	Outstanding	X

13 GENERAL CONDITIONS – COMMERCIAL

13.1 PENALTIES AND RETENTIONS

All delays must be immediately brought under the attention of the section engineer and the responsible party agreed upon immediately and the remedial action thereof.

14 TENDER EVALUATION CRITERIA

- As part of the process to assist with the evaluation of the bidder's proposal/quotation and to make an informed decision in the awarding of this tender, the following information is required.
- The following tender evaluation criteria will be used for adjudicating the Contractor submitted tender.
- Please provide the required documentation as requested in the "Proof/documents to be submitted" column. Please be specific when submitting documents by ensuring that they answer the item specified.
- Please use the annexure number as indicated to identify the proof submitted.
- Failure to submit the relevant documentation as requested in the Evaluation criteria document may lead to a disregard of the submitted tender.

14.1 Evaluation Criteria

Description:

NB: Supporting documents should be attached on the tender submissions.

No	Technical Criteria Description	Point Contribution	Proof / documents to be submitted
1	**Experience & Team competence - *Section Weight not to be less than 25%***		
a)	Company - Previous scaffolding erection and dismantling experience. **Scoring:** **<1 year = 0 points** **≥1 < 3 years = 5 points** **≥3 < 5 years = 15 points** **≥ 5 years = 25 points**	**25**	Give reference list of projects (including the name of the client, the date of project award, date of project commencement and date of project completion and the value of the project) Include contactable refences for verification purposes *Label this as Annexure A*
2	**Company Capacity – *Weight not to be less than 25%***		
b)	Company ability to provide at least 135 tons of scaffolding. **Scoring:** • Bidder owns 100% of the minimum required 135t of scaffolding and provides satisfactory proof of ownership = 30 points • Bidder owns between 75% and 99% of the minimum required 135t and provides firm contractual arrangements for the balance = 24 points • Bidder owns between 50% and 74% of the minimum required 135t and provides firm contractual arrangements for the balance = 18 points • Bidder owns between 25% and 49% of the minimum required 135t and relies substantially on rental arrangements = 10 points • Bidder owns less than 25% of the minimum required 135t and relies predominantly on rental arrangements = 5 points • Bidder owns no scaffolding inventory and relies entirely on third-party rental arrangements = 0 points	**30**	Provide asset / rental register with a minimum of 135 tons of scaffolding material. Indicate whether the scaffolding is owned by the Bidder or Rented from a third party who owns the scaffolding. Where rented the Bidder must indicate from whom the scaffolding is rented and a rental agreement or Letter form Scaffolding owner indicating that it will rent Scaffolding to the Bidder. Foskor reserves the right to verify ownership status *Label this as Annexure B*
c)	Contractor Assets **Scoring:** **Bidders own 100% of minimum requirement = 20 points.** **Bidders own at least 50% of minimum requirement and rents balance = 17 points.** **Bidder rents 100% of the minimum requirement = 14 points** **Bidder neither owns nor rents 100% of the minimum requirement = 0 points;**	**20**	Company Asset List. Focus is on transport equipment for moving persons on a mine and moving scaffolding to and from site. The Foskor site layout is taken into account from Mining to tailings as well as the condition of the roads – Management TMM's as well as team and Scaffolding delivery TMMS. Equipment to maintain Scaffolding. List Assets or Rental Agreement to Transportation to be used. At a minimum: 2 x 3.5T truck, 1 x 15 Seater Mini Bus and 5 x LDVs owned or rented by the supplier. *Label this as Annexure C*

d)	Management team, Organogram indicating names, positions, for this contract. Cv's. Scoring: Full team complement Organogram with skills shown = 15 points; Adequate team complement Organogram with some skills Not all appointees indicated = 10 points; No High-level management only organogram = 5 points;	**15**	Submit organogram with names, position, and skills. CV of all management, legal appointees and safety officer(s). Indicate who will be appointed the 2.6.1 manager? Manager. Safety officer, management structure, etc *Label this as Annexure D*
e)	**Safety Performance Record** **Scoring:** **No fatalities and no Lost Time Injuries (LTIs) in the last three (3) years = 10 points** **LTIs recorded over the last three (3) years and limited evidence of proactive HSE management = 5 points** **Any fatalities and multiple LTIs over the last three (3) years = 0 points**	**10**	**Submit official company statistics for Lost Time Injuries (LTIs) for the past three (3) years** **Submit COID Letter of Good Standing** **Foskor reserves the right to verify Safety Performance Statistics** *Label this as Annexure E*
		100 points	

Note: In order for the bid to be considered the bidder needs to score 70% and above and comply to all mandatory requirements

15 PRICING SCHEDULE

Pricing SCHEDULE / SCHEDULE OF QUANTITIES OR BOQ

Description: Provide Scaffolding erection and dismantling service

All items of expense to be Included in Pricing Schedule, including but not limited to:

a. All labour and supervision, including transport, accommodation, meals, etc.
b. All expertise, skill and technical support, Supervision, Administration, Safety, etc.
c. Cost for any subservice providers/service providers used.
d. Design, supply fabricate and installation of required Scope items.
e. Cost and supply of all tools and machinery required to successfully install and commission the OHC.
f. Wastage/Cut Off to be included in the rates, Sum prices.
g. All consumables required to Execute the work as per the Scope, Pricing Schedule (Bolts, nuts, Welding Rods, Gas Cutting, consumables, etc)
h. All Lighting and electrical extensions requirements to execute the work.
i. Basic Cleaning of Spillages to execute the work.
j. All Supervision, Transport, Site Security, etc
k. All Safety Related items required to execute the task (Work Permit, PPE, Training, Medicals, etc)

Notes:

The scaffold rental rate shall be deemed to include all normal inspection, maintenance, repair, storage, certification and replacement arising from ordinary wear and tear.

SCAFFOLDING CREW AFTER HOURS STANDBY RATES: Refer to **Annexure - 'F"** Standby Crew Breakdown.