

**AIR TRAFFIC AND NAVIGATION SERVICES SOC. LTD
REPUBLIC OF SOUTH AFRICA**



**REQUEST FOR PROPOSALS ATNS/TPG/RFP008/2025/2026/PHYSICAL SECURITY
COMPONENTS**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY,
INSTALLATION AND COMMISSIONING OF PHYSICAL SECURITY COMPONENTS AT ACSA
AIR TRAFFIC SERVICES UNITS (ATSU), NON-ACSA AIR TRAFFIC SERVICES UNITS AND
CNS REMOTE SITES**

**BID SPECIFICATION VOLUME 1A APPENDIX B
TECHNICAL SPECIFICATIONS**

MARCH 2026

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ABBREVIATIONS

ACSA	Airports Company South Africa
ATA	Aviation Training Academy
ATC	Air Traffic Controller
ATNS ATA	ATNS Aviation Training Academy
ATNS	Air Traffic and Navigation Services SOC. Ltd.
ATS	Air Traffic Service
ATSU	Air Traffic Service Unit
COTS	Commercial off-the-shelf
FAGM	Rand
FAKM	Kimberley
FAKN	Kruger Mpumalanga
FAMM	Mafikeng
FAPM	Pietermaritzburg
FAPN	Pilanesberg,
FAPP	Polokwane
FARB	Richards Bay
FAUP	Upington
FAUT	Umtata
FAVG	Virginia
FAWB	Wonderboom
HMI	Human Machine Interface
IEEE	Institute of Electrical and Electronics Engineers
PC	Personal Computer
SAT	Site Acceptance Test
TCP/IP	Transmission Control Protocol/ Internet Protocol
UPS	Uninterrupted Power Supply
VHF	Very High Frequency

DEFINITIONS

Within this document:

High Security fencing	A fencing system with a higher level of security than a welded mesh fence. It is still possible to breach the fence by cutting or grinding methods, but it is more difficult (un-official definition).
Sliding lock	The sliding barrel bolt straight lock, also known as a flush bolt or a slide bolt is also referred to as a sliding lock within this specification.

1 INTRODUCTION

1.1 Project Overview

- A) Security assessment conducted has identified a need to enhance the security measures at the Air Traffic and Navigation Services (ATNS) facilities, located at the Airports Company South Africa (ACSA) Air Traffic Services Units (ATSU), Non-ACSA ATSU's and CNS (Communication, Navigation and Surveillance) remote sites. In particular the remote sites are vulnerable to unauthorized access, theft, vandalism, robbery and acts of unlawful interference. The proposed security interventions should increase ATNS capacity to protect its personnel, assets and information against theft, vandalism and various potential security threats as well as to ensure compliance with the relevant security regulations.
- B) ATNS is currently sharing some of the CNS remote site facilities with other service providers thus limiting the security measure that can be implemented and resulting in inadequate measures to protect against the identified security threats.
- C) The security systems that have been identified for enhancement are divided in electronic security and physical security and is addressed under three separate phases of the project. The first phase includes the installation of Access Control systems at the ATSU's. The second phase includes the installation of all other electronic security systems such as Closed- Circuit Television (CCTV), Intruder Alarm Detection, Perimeter Intrusion detection and intercom systems. The physical security that will be addressed under the third phase of the project includes measures such as Perimeter Fencing, perimeter gate and Burglars bars.
- D) Under this project, the third phase addressing the physical security, the physical security components systems that will be deployed are site-specific and may include some or a combination of the following systems:
 - a) Entrance door replacements,
 - b) Window tinting,
 - c) Security gates,
 - d) Burglar bars,
 - e) Perimeter fencing,
 - f) Perimeter gates,
 - g) Padlock protectors,
 - h) Sliding locks, and
 - i) Vehicle gate and motor
 - j) Security signage.

1.2 Project Scope

- A) The project calls for the procurement, delivery, installation and commissioning of physical security measures at ACSA Air Traffic Services Units (ATSU), non-ACSA Air Traffic Services

Units and CNS remote sites within the identified areas. Furthermore, the scope will include the following:

- The procurement of the security systems.
- The decommissioning of old/non-functional security systems.
- The installation of the new security systems.
- The commissioning of the newly installed security systems.
- The disposal of the decommissioned security systems.

1.3 Project Deliverables

A) The physical security systems identified for implementation under this phase of the project shall include entrance doors, window tinting, security gates, burglar bars, perimeter fencing, perimeter gates, padlock protectors, sliding locks, vehicle gate with gate motor and security signage.

B) The physical security systems shall be deployed in the following regions:

- Region 1 – Cape Town
- Region 2 - Bloemfontein
- Region 3 - Johannesburg
- Region 4 – Port Elizabeth / East London / George
- Region 5 - KwaZulu-Natal

2 REFERENCES

South African National Standards (SANS) 10142-1 The wiring of premises – Part 1: Low-voltage installations

Occupational Health and Safety (OHAS) Act, No 85 of 1993.

The National Aviation Security Programme (NASP)

The ATNS's Aviation Security Programme (ASP)

CHAPTER 1: GENERAL SPECIFICATIONS

3 SYSTEM DEPLOYMENT

3.1 Stations

- A) The physical security measures and systems shall be deployed at the identified locations across South Africa as defined in Table 1: Locations and Maintenance .

Table 1: Locations and Maintenance Centres

Region	ACSA ATSU	Non-ACSA ATSU's	CNS Remote Sites
Johannesburg		Lanseria	Isando
		Wonderboom	Bapsfontein
		Germiston	Warden
		Mahikeng	Bapsfontein
		Polokwane	Devon
		Nelspruit	Donkerhoek
			Witbank
			Standerton
			Heidelberg
			Wakkerstroom
			Potgietersrus
			FAOR – JASP
			Mafikeng
			Pilanesberg
			Mahikeng
			Leeuwkop
			Nelspruit
Region	ACSA ATSU	Non-ACSA ATSU's	CNS Remote Sites
Bloemfontein	Bloemfontein		Bloemfontein (Tafelkop)
	Upington		De Aar
	Kimberley		Bloemfontein TX Site
			Pofadder (Old Aggeneys)
Region	ACSA ATSU	Non-ACSA ATSU's	CNS Remote Sites
Port Elizabeth/East London/George	Port Elizabeth	Mthatha	George
	George		Potjiesberg
	East London		Frasers Camp
			Kidds Beach
			Mdantsane
			Amatola
			Jongilizwe
			Mcleantown
			East London
Region	ACSA ATSU	Non-ACSA ATSU's	CNS Remote Sites

KwaZulu-Natal	Durban	Pietermaritzburg	Greytown
		Virginia	King Shaka
		Richards Bay	Durban
			King Shaka
Region	ACSA ATSU	Non-ACSA ATSU's	CNS Remote Sites
Cape Town	Cape Town		Grayton
			Alexander Bay

B) The CNS Remote Sites can be divided into the following type of locations:

- Navigation Aid sites
- VDF Sites
- VHF radio sites
- HF Radio sites
- Radar sites
- Combination of Radar and VHF sites
- General sites

C) The physical security systems shall be implemented without interfering with the operation of existing aviation equipment deployed on site.

D) The specific requirements and system deployment per site is detailed in Appendix A: Site Specific Requirements.

3.2 Quantities

The project deployment shall be based on the following quantities:

System	Quantity (CNS sites)	Quantity (ATSU)
Shelter entrance door	3 Sites	-
Window tinting	-	2 Sites (quantity per site)
Door tinting	-	1 Site
Security gate	Quantity per site	Quantity per site
Burglar bars	Quantity per site	Quantity per site
Perimeter fencing	17 Sites	-
Perimeter gate	11 Sites	-
Padlock protector	4 Sites	-
Sliding locks	20 Locks	-
Vehicle gate and motor	2 Sites	-
Security signage	-	51 Signs

Table 2: Quantities per System

4 GENERAL SPECIFICATIONS

4.1 Power Supply

- A) All equipment supplied shall operate from the standard South African utility power supply as defined below:
- 230 VAC, Tolerance: $\pm 10\%$
 - Frequency: 50 Hz, Tolerance: $\pm 5\%$

4.2 Electrical Installation

- A) Electric systems shall be provided with a battery backup. The battery backup shall be able to keep the device operational for a minimum period of 6 hours after a power failure.
- B) A Certificate of Compliance (CoC) shall be issued at each station where electrical work are done.
- C) All electrical works shall comply with the South African National Standards (SANS) 10142-1 The wiring of premises – Part 1: Low-voltage installations (Edition 3: 2020).

4.3 Installation Material

- A) It is important to note that all dimensions are provided as a guideline only and actual measurements shall be taken to ensure that the installations fit the existing infrastructure.
- B) Once the installation is completed, the actual quantities installed will be audited and ATNS will pay the contractor accordingly.

4.4 Environmental Conditions

- A) The system and its auxiliary components shall operate continuously under the following environmental conditions without any degradation in performance.

Table 3: Environmental Conditions

Parameter	Value
Outdoors	
Temperature	-10° to +55°C
Relative Humidity	10% to 90% (non-condensing)
Indoors	
Temperature	-5 °C to +35 °C
Relative Humidity	10% to 80% (non-condensing)
Protection Rating	
Ingress Protection (IP) Rating	IP65 (Except where indicated otherwise)
Mechanical impact protection rating	IK08

4.5 Decommissioning and Disposal

- A) Existing systems that have been identified for replacement shall be decommissioned, uninstalled, disassembled and disposed of in an environmentally friendly manner and in line with current environmental laws.
- B) Waste shall be managed according to the ATNS waste management policies and there shall be adherence to the requirements of the National Waste Management Act (No.59 of 2008).
- C) Records of disposal shall be kept at sites and also sent to ATNS Environment & Sustainability Department.

4.6 System Lifespan

- A) The design life of the security measures offered shall be at least 10 years.

CHAPTER 2: PHYSICAL SECURITY REQUIREMENTS

5 Entrance Doors

5.1 Shelter Doors

- A) Existing shelter entrance doors shall be removed and replaced with a new entrance door.
- A) The shelter entrance doors shall be constructed of at least 80 mm thickness expanded polystyrene with a minimum 0.6 mm Chromadek type material inner skin and a minimum 2 mm hot dipped steel sheeting painted white on the outer skin.
- B) The shelter entrance door shall be fitted with dust proof seals.
- C) The shelter entrance doors shall be forced entry resistant.
- D) The door shall be fitted with a minimum of two hinges.
- E) The shelter entrance door shall be supplied and installed complete with the required locking mechanism.
- F) It is recommended that the locking mechanism be a three-way mechanism, that will secure the door at the bottom, centre and top.
- G) If applicable, shelter doors shall be provided with padlock protection in compliance with the specifications under paragraph 11, 11Padlock Protector.
- H) The shelter entrance door shall be able to withstand the external environmental conditions as stated.
- I) Shelter doors shall be based on the dimensions included in Appendix A: Site Specific Requirements to be confirmed with actual measurements.

6 Window Tinting

- A) The tinting of windows and glass doors is required to enhance the security of ATNS facilities.
- B) The tinting shall cater for a mirror effect, allowing one way viewing from the inside.
- C) The tinting shall enhance the shatter proof characteristics of the glass.
- D) Tinting shall be provided on windows and doors based on the details and dimensions included in Appendix A: Site Specific Requirements.

7 Security Gates

- E) Two sizes of security gates shall be provided. The first size shall cover a standard single door and the second size shall cover a double door.
- F) The security gate shall be constructed of an A-Grade steel.
- G) The security gate shall be hot dip galvanized.
- H) The width between vertical frames must be 100mm or less.
- I) The security gates shall have a UV resistant coating.
- J) The security gate shall be securely mounted to the door frame or door opening.

- K) There shall not be any gap between the security gate and the door frame, whether a security gate frame is used or not.
- L) The security gates shall be supplied and installed complete with the required locking mechanism.
- M) Security gates shall be provided based on the dimensions included in Appendix A: Site Specific Requirements.

8 Burglar Bars

- A) The burglar bars shall be constructed of an A-Grade steel.
- B) The burglar bars shall have a protective coating (E.g. galvanized).
- C) The burglar bars shall be installed on the inside of the windows.
- D) The burglar bars shall be securely mounted.
- E) The burglar bars width between horizontal frames must be 100mm or less.
- F) Burglar bars shall be provided based on the details and dimensions included in Appendix A: Site Specific Requirements.

9 Perimeter Fencing

- A) High security fencing is required.
- B) The successful bidder shall be required to provide a physical demonstration of compliance during contract negotiations before the contract is signed. The demonstration shall include the use of standard tools (Hammer, crowbar, angle grinder, axe etc.) to demonstrate the high security aspects of the fence.
- C) The security fence shall withstand any attempt to access the site illegally for a period of at least four hours. This means getting through or over the fence.
- D) The fence design and installation shall prevent removal of fence sections with standard tools.
- E) The design shall cater for coastal conditions with a high corrosive environment.
- F) All openings that will result in water entrapment shall be closed.
- G) The installation shall cater for an anti-tunnelling system, consisting of at least a 200 mm (wide) by 600mm (deep) concrete (15MPa) between posts.
- H) If welding is required, all welding shall take place offsite.
- I) If hot dip galvanizing is required, all manufacturing processes shall be completed prior to hot dip galvanizing.
- J) The fence shall cater for a height above ground of at least 2.4 meters, unless specifically stated otherwise in Appendix A: Site Specific Requirements.
- K) The fencing system must be able to withstand a wind of 50m/s.
- L) Bidders shall submit the following information as part of their response:
 - Fence design parameters, drawings and descriptions.
 - Posts design parameters, drawings and descriptions, including the attachment method of the fence sections.
 - Design parameters, drawings and work procedures for the civil works.

- M) Maintenance philosophies must be documented by the supplier and include the nature of inspection, interval, treatment and repair.
- N) Perimeter fencing shall be provided based on the dimensions included in Appendix A: Site Specific Requirements.

10 Perimeter Gate

- A) The perimeter gates shall have the same high security requirements as the perimeter fence.
- B) Perimeter Gates shall be manufactured from either S275JR or S355JR grade steel depending on the design requirements. The use of alternative steel grades must be accepted by ATNS.
- C) If hot dip galvanizing is required, all manufacturing processes shall be completed prior to hot dip galvanizing.
- D) Hot dip galvanization shall be done in accordance with SANS 121.
- E) If welding is required, all welding shall take place offsite.
- F) The perimeter gate shall cater for a height above ground of at least 2.4 meters.
- G) The perimeter gate shall be fitted with a locking mechanism that are of high security and vandal proof (E.g. Protect lock from being cut with bolt cutter, etc.).
- H) Motorized gates shall be earthed in the open and closed position. All Earthing connection points shall form part of the pillar.
- I) Perimeter gates shall be provided based on the details and dimensions included in Appendix A: Site Specific Requirements.

10.1 Sliding Gates

- A) The perimeter gate shall use a sliding opening mechanism where applicable.
- B) The runner and wheels should allow for easy operation (Minimum wheel size of 100mm is recommended).
- C) Sweepers shall be included on sliding gates.
- D) All sliding gate installations must still be motorization ready.
- E) The perimeter gate gear track shall be made of steel.

10.2 Isando Gate Requirements

- A) The Isando perimeter gate shall be supplied with a gate motor.
- B) The Isando gate motor shall be suitable to the size and weight of the perimeter gate.
- C) The Isando perimeter gate motor shall be programmable to allow the addition and removal of access gate remote.
- D) The Isando perimeter gate motor shall be supplied with 5 pre-programmed gate remotes.

11 Padlock Protector

- A) The padlock protectors shall be installed to protect the padlock from being damaged.
- B) The padlock protector shall only allow space for access to open and close the padlock with a key.
- C) The padlock protector shall cover the padlock on all sides, only allowing key access from the bottom for maximum padlock protection.
- D) The padlock protector shall be manufactured from stainless steel.
- E) The design shall cater for coastal conditions with a high corrosive environment.

12 Sliding Barrel Bolt Straight Lock

The sliding barrel bolt straight lock, also known as a flush bolt or a slide bolt is referred to as a sliding lock within this specification.

- A) The sliding lock shall be manufactured from stainless steel.
- B) The sliding lock shall be surface mounted.
- C) The sliding lock shall be a manual lock that is easily lockable and only opened from the inside of the building/container.
- D) The sliding lock shall secure the door in a closed position.
- E) The sliding lock shall be able to withstand the outside pushing and pulling force without bending or breaking the catch plate.
- F) An industrial type sliding lock shall be provided.

13 SECURITY SIGNAGE

- A) Security signage is required at each of the ATSU's to inform visitors that the building is under CCTV surveillance.
- B) The security signage shall be made of aluminium and all screws or bolts used to mount the sign shall be resistant to corrosion.
- C) The quantity and dimensions of the signs required are included in Appendix A: Site Specific Requirements.
- D) Below is an example of what the sign should look like. The exact wording and layout will be confirmed at contracting.



Figure 1: Example of security signage required.

CHAPTER 3: ENVIRONMENTAL AND SUSTAINABILITY REQUIREMENTS

14 ENVIRONMENTAL AND SUSTAINABILITY REQUIREMENTS

The supplier of the system will be required to demonstrate social and environmental responsibility in terms of:

- Materials and Product Lifecycle
- Waste handling and disposal
- Energy Efficiency

14.1 Materials and Product Lifecycle

- A) **Sustainable Procurement:** As part of the tender process the supplier will be required to indicate what measures are taken to address sustainability impacts of their product lifecycle i.e. manufacturing process of the equipment purchased must demonstrate social and environmental responsibility.
- B) **Material safety:** Materials used shall be harm free (e.g. non-flammable and non-explosive) and therefore composition of materials will not in any way be a risk to human health, should a person be in contact with these materials.

14.2 Waste handling and disposal

- A) The utilisation of resources and disposal of the existing equipment and waste during various stages of the project shall take into consideration and adhere to the ATNS Integrated Waste Management Policy. Certificates of disposal shall be submitted to ATNS.
- B) The applicable national regulations (including the section 28: Duty of care, of the NEMA) and environmental bylaws shall be adhered to.

14.3 Energy Efficiency

- A) As part of the tender process the supplier will be required to provide the most energy efficient equipment available and details on the power consumption for each component of the system shall be provided.
- B) The supplier shall furthermore indicate what energy efficiency measures were considered in the equipment, and associated infrastructure selected and proposed.

CHAPTER 4: PROJECT MANAGEMENT REQUIREMENTS

15 PROJECT MANAGEMENT PLAN

15.1 Draft Plans

- A) The project management plan (PMP) shall encompass draft plans that will be refined as necessary during the execution of the contract.
- B) These aspects/plans shall include:
 - Project Management
 - Resource management
 - Risk management
 - Quality management
 - Installation, Transitioning and Commissioning; and
 - Environmental Management Programme

15.2 Project Management

15.2.1 Project Overview

- a) The PMP shall provide a project overview that will clearly define the project scope and overview. The deliverables of the project shall be documented as part of the project overview.

15.2.2 Project Schedule

- a) The PMP shall incorporate a Work Breakdown Structure (WBS) and Master Project Schedule (Gantt Chart).
- b) The Work Breakdown Structure (WBS) shall illustrate the breakdown of the project scope into activities that can be managed, monitored and measured in terms of duration, cost and resources.
- c) The Master Project Schedule shall include all project activities needed to be undertaken for the successful completion of the project scope of works and shall also include the WBS.

15.3 Resource Management

- A) The PMP will capture the project organization with associated responsibilities for each team member.
- B) The contractor shall employ a qualified and experienced project team with clearly defined roles and responsibilities for carrying out the project tasks.

15.4 Risk Management

- A) A risk management plan that outlines how project-related risks will be identified, assessed and mitigated shall be included. The plan shall further articulate the assessment methodology to be used in quantifying risk ratings attached to each identified risk.

15.5 Quality Assurance and Acceptance

- A) The quality management plan shall detail how quality will be controlled, assured and maintained throughout the lifecycle of the project. It shall also include the quality assurance policy, procedures and relevant accreditations held by the company.
- B) The plan shall highlight the quality assurance activities that will be performed.

15.6 Installation, Transitioning and Commissioning

- A) The Installation, Transitioning and Commissioning (ITC) plan shall detail how the installation, transitioning and commissioning of the systems will be performed to meet project's technical, operational, contractual and performance requirements. This plan shall include an acceptance matrix, which identifies all deliverables, and the methods of testing proposed to demonstrate compliance.
- B) All configuration and integration management activities (regarding hardware, software and documentation version changes) to meet project's technical, operational, contractual and performance requirements shall be included.

15.7 Environmental Management Programme

- A) The Environmental Management Programme (EMPr) based on identified activities which may have potential or actual environmental impacts before the commencement of work in accordance with the National Environmental Management Act (No. 107 of 1998) and associated environmental legislation as well as ATNS' environmental specifications. The environmental management programme shall address, without limitations, the following:
 - a. Energy efficiency pertaining to all aspects of the project;
 - b. The use of Environmentally sustainable materials and products; and
 - c. Waste management.

16 SYSTEMS ENGINEERING

- A) The system engineering plan shall be in accordance with IEEE STD 1220-2005 Annex B, where applicable, for the design, manufacture, integration, and testing of the overall system. The system definition shall show detail on at least the following, where applicable:
 - a. System concept;

- b. Identified risks;
- c. Initial project and technical plans;
- d. Risk management;
- e. Every single identified subsystem;
- f. Every single identified interface;
- g. Every single potential service provider;
- h. Complete system and product specifications including software specifications;
- i. Complete interface specifications;
- j. Complete interface specifications with service providers;
- k. Human/system interfaces;
- l. Support issues if any;
- m. Identified training issues if any;
- n. Human resources issues if any;
- o. Data flows with and within the system;
- p. Identified baselines and proposals for the management thereof;
- q. Proposed operational, technical and system reviews; and
- r. Configuration management.

CHAPTER 5: LOGISTIC SUPPORT REQUIREMENTS

17 LOGISTIC REQUIREMENTS

The following logistic support requirements and deliverables shall be addressed.

17.1 Warranty

- A) The warranty period for the equipment provided shall be at least 12 months.

17.2 Spares

- A) The recommended spares and quantities that should be kept by ATNS shall be specified and include any in the proposal.

Appendix A: Site Specific Requirements

Region	Location	Site Name	Site Description	Requirements (Dimensions and distances are approximate) (Dimensions are in Height x Width)
Non-ACSA ATSU's				
Johannesburg	Lanseria	Lanseria Airport (FALA)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
	Wonderboom	Wonderboom (FAWB)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
	Germiston	Rand Airport (FAGM)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
	Mahikeng	Mahikeng Airport (FAMM)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
	Polokwane	Polokwane Airport (FAPP)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
	Nelspruit	Kruger Mpumalanga Airport (FAKN)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
Port Elizabeth/East London/George	Mthatha	Mthatha Airport (FAUT)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
Bloemfontein	Kimberley	Kimberley Airport (FAKM)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
KwaZulu-Natal	Pietermaritzburg	Pietermaritzburg Airport (FAPM)	ATSU Building	Security Signage Brick wall mount 2X (900 X 600 mm)
	Virginia	Virginia Airport (FAVG)	ATSU Building	Security Signage Brick wall mount 2X (900 X 600 mm)
	Richards Bay	Richards Bay Airport (FARB)	ATSU Building	Security Signage Brick wall mount 2X (900 X 600 mm)
Region	Location	Site Name	Site Description	Requirements (Dimensions and distances are approximate) (Dimensions are in Height x Width)
ACSA ATSU's				
Bloemfontein	Bloemfontein	Bram Fisher Airport (FABL)	ATSU Building	Security Signage Dry wall mount 2X (900 X 600 mm)

Port Elizabeth/East London/George	George	George Airport (FAGG)	ATSU Building	Security Signage Brick wall mount 3X (900 X 600 mm)
	East London	King Phalo Airport (FAEL)	ATSU Building	Single Door Security Gate 1X (2020 x 770 mm) Security Gate 1X (1950 X 770 mm) Single Door Security Gate 1X (2000 x 780 mm) Single Door Security Gate 1X (2050 x 860 mm) Single Door Security Gate 1X (2020 x 1610 mm) Single Door Security Gate 1X (2580 x 840 mm) Single Door Security Gate 1X (2200 x 840 mm) 4X Burglar Bars (1970 x 850mm) 4X Burglar Bars (960 x 440mm) 4X Burglar Bars (1380 x 860mm) 6X Burglar Bars (910 x 440mm) 5X Burglar Bars (880 x 250mm) 5X Burglar Bars (1040 x 440mm) 5X Burglar Bars (1040 x 960mm) 5X Burglar Bars (1040 x 550mm) Security Signage Brick wall mount 7X (900 X 600 mm)
	Port Elizabeth	Chief Dawid Stuurman Airport (FAPE)	ATSU Building	Security Signage Brick wall mount 3X (900 X 600 mm)
Bloemfontein	Upington	Upington Airport (FAUP)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
	Kimberley	Kimberley Airport (FAKM)	ATSU Building	Security Signage Brick wall mount 1X (900 X 600 mm)
Cape Town	Cape Town	Cape Town Airport (FACT)	ATSU Building	Security Signage Wooden door mount 4X (900 X 600 mm) Security Signage Shelter wall mount 14X (900 X 600 mm) Tinting window 3X (2350 x 1800 mm) Tinting window 2X (2100 x 1830 mm)
KwaZulu-Natal	Durban	King Shaka Airport (FALE)	ATSU Building	Security Signage Brick wall mount 4X (900 X 600 mm) Tinting window 4X (1200 x 900 mm) Tinting doors 2X (2032 x 813 mm)
Region	Location	Site Name	Site Description	Requirements (Dimensions and distances are approximate) (Dimensions are in Height x Width)

CNS Remote Sites				
Bloemfontein	Bloemfontein (Tafelkop)	Tafelkop Radar	Radar Brick Building	Fence (80m) Double swing type perimeter gate 2X (3000 x 2500 mm)
	De Aar	De Aar Radar	Radar Shelter	Fence (100m) Double swing type perimeter gate 2X (3000 x 2500 mm) Shelter entrance door (2300 x 1150 mm Aprox.)
	Bloemfontein TX Site	Bloemfontein Transmitter Site	VHF Brick Building	Fence (55m)
	Pofadder (Old Aggeneys)	Pofadder VHF	VHF Shelter	Fence (20m) Double swing type perimeter gate (3000 x 2500 mm)
Port Elizabeth/East London/George	George	George Radar	Radar Brick Building	Fence (120m) Sliding type perimeter gate and motor (3000 x 2500 mm)
Cape Town	Grayton	Grayton site	N/A	Fence (160m) Double swing type perimeter gate (3000 x 2500 mm)
	Alexander Bay	Alexander Bay VHF	VHF Shelter	Double Door Security Gate (2000 x 1800 mm) 3X Burglar Bars (1200 x 4000mm)
Port Elizabeth/East London/George	Potjiesberg	Potjiesberg VHF	VHF Shelter Radar Site	Shelter entrance door (2300 x 1150 mm Aprox.)
	Frasers Camp	Frasers Camp DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Kidds Beach	Kidds Beach DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Mdantsane	Mdantsane DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Amatola	Amatola DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Jongilizwe	Jongilizwe DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Mcleantown	Mcleantown DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	East London	East London Radar	Radar Brick Building	Fence (300m) (3m High) Double swing type perimeter gate (3000 x 2500 mm)
KwaZulu-Natal	Greytown	Greytown DVOR	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	King Shaka	King Shaka Airside ARINC Site (SMR)	Other Shelter	Shelter entrance door (2300 x 1150 mm Approximately.)

	Durban	Bluff Radar	Radar Brick Building	Fence (100m) Double swing type perimeter gate (3500 x 2500 mm)
	King Shaka	King Shaka Radar	Radar Brick Building	Fence (80m) Double swing type perimeter gate (4200 x 2500 mm) Sliding Barrel Bolt Straight Lock
Johannesburg	Isando	Isando HF site	HF Brick Building	Sliding type perimeter gate and motor (3000 x 2500 mm) Padlock protector Sliding Barrel Bolt Straight Lock
	Bapsfontein	Bapsfontein HF Receiver Station	HF Brick Building	Sliding Barrel Bolt Straight Lock Padlock protector
	Warden	Warden VOR	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Bapsfontein	Bapsfontein DME/DME	Brick Building	Sliding Barrel Bolt Straight Lock
	Devon	Devon DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Donkerhoek	Donkerhoek DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Witbank	Witbank DME/DME	NAVAID Brick Building	Sliding Barrel Bolt Straight Lock
	Standerton	Standerton DME/DME	NAVAID Shelter	Sliding Barrel Bolt Straight Lock
	Heidelberg	Heidelberg DME/DME	NAVAID Brick Building	Sliding Barrel Bolt Straight Lock
	Wakkerstroom	Wakkerstroom Radar	Radar Brick Building	Fence (120m) Double swing type perimeter gate (4200 x 2500 mm)
	Potgietersrus	Potgietersrus Radar	Radar Brick Building	Fence (100m) Double swing type perimeter gate (4200 x 2500 mm)
	FAOR – JASP	FAOR – JASP Radar	Radar Brick Building	Fence (60m) Double swing type perimeter gate (4200 x 2500 mm) Sliding Barrel Bolt Straight Lock Padlock protector
	Mafikeng	Mafikeng VDF	VDF Shelter	Fence (25m) Padlock protector Sliding Barrel Bolt Straight Lock

	Pilanesberg	Pilanesberg - VHF	VHF Brick Building	Fence (40m) Double swing type perimeter gate (4200 x 2500 mm)
	Mahikeng	Mahikeng VHF FRS	VHF Shelter	Fence (40m) Double swing type perimeter gate (4200 x 2500 mm) Sliding Barrel Bolt Straight Lock
	Leeuwkop	Leeukop VHF	VHF Brick Building	Fence (20m)
	Nelspruit	FAKN Radar	Radar Shelter	Fence (100m) (2.5m High) Double swing type perimeter gate (4200 x 2500 mm)

OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

1 ROLES AND RESPONSIBILITIES

Appointed principal contractors and sub- contractors

Note 1: Most of the roles and responsibilities listed apply to both appointed principal contractors and any sub- contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The principal contractor shall:

- [A] Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
- [B] Carry accountability and responsibility for the safety and health of their employees and their sub- contractors within their working area, as contemplated by section 37(2) of the OHS Act.
- [C] Shall keep a record of all employees including the sub- contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the ATNS Project Manager.
- [D] Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that he/she advice and assist these appointees in the execution of their duties.
- [E] Ensure that the minimum legislative, regulatory and ATNS SHE requirements are complied with on all work sites.
- [F] Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
- [G] The appointed principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. The nature of business reflected on the issued Logs must be in line with the issued scope of work. Similarly, the appointed contractor must provide the ATNS project manager with all the valid letters of good standing from their sub- contractors.
- [H] Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
- [I] Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed principal contractors' responsibilities), ensure that their sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- [J] Stop his /her employees and any sub- contractors if project work is not in accordance with the safety health and environmental plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- [K] Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- [L] Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 2: No work may commence and or continue without the presence of the project manager or project supervisor during performance of the contracted work.

- [M] Appoint a part time safety officer as per project risk.
- [N] Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;

- [O] Follow a process of disciplinary action if any of their employees or their sub- contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- [P] Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- [Q] Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- [R] Principal contractor is required to approve sub- contractor's health and safety plans if they meet all the requirements.
- [S] Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.

Note 3: should the appointed principal contractor or his/her sub- contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

- [T] Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
- [U] Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- [V] Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.
- [W] Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
- [X] Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- [Y] Be involved in all of their sub- contractor's investigations.
- [Z] Establish health and safety committees, hold such committee meetings on all sites, and ensure that sub- contractors participate in their health and safety meetings.
- [AA] Chair their own health and safety committee meetings and record such meetings.
- [BB] Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the sub- contractors appoint health and safety representatives for their work sites.
- [CC] When appointing contractors, advise the ATNS project manager/contract manager in writing timeously and obtain his/her approval prior to them commencing work.
- [DD] Shall keep a record of all employees including the sub- contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the ATNS Project Manager.

2 SITE MANAGERS

- [A] Assist the contractor and/or the safety officer in conducting site induction training for new staff and site visitors.
- [B] Communicate to all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment.
- [C] Ensure that the minimum legislative and ATNS SHE requirements are complied with on all work sites.
- [D] Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment.

- [E] Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- [F] Inspect such PPE on a regular basis and record the inspections.
- [G] Ensure that all incidents are reported to the client and are investigated.
- [H] Be involved in all investigations that occur within their area of responsibility.
- [I] Carry out audits and or inspections on their sub- contractors on instructions of their contractor.
- [J] Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures.
- [K] Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments.
- [L] Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments.
- [M] Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a project site against all risks that may arise from such site.
- [N] Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- [O] Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
- [P] Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
- [Q] Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
- [R] Stop any employee or contractor from performing work which is not in accordance with the appointed principal contractor's and or sub- contractors health and safety plan which poses a threat to the health and safety of persons.

3 CONTRACTOR SITE SUPERVISOR

The contractor shall be:

- [A] Be competent to perform the required supervisory tasks; have attended a supervision or legal liability competent training from SAQA approved training provider.
- [B] Ensure their employees and all sub- contractors comply with the required statutory and ATNS requirements.
- [C] Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
- [D] Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- [E] Participate in all sub- contractor incident investigations.
- [F] Participate in the appointed contractors emergency preparedness planning.
- [G] Ensure that their own employees and those of any sub- contractor are competent to perform the tasks assigned.
- [H] Issue site instructions on behalf of the appointed contractor where and when the sub- contractors deviate from safety requirements.
- [I] Assist the appointed contractor with the handing over process, in particular the SHE file and relevant documentation.

4 CONTRACTOR HEALTH AND SAFETY OFFICER

The officer shall be:

- [A] The Safety officer must be suitably qualified with recognised safety qualification.
- [B] Must be part time on site as per project risk.
- [C] Promote a SHE culture within the organisations involved in the project / contract.
- [D] The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- [E] Be involved in the developing the project SHE plan and SHE policy.
- [F] Ensure that this SHE specification is adhered to by his/her appointed contractor and is submitted to any sub- contractors.
- [G] Conduct inspections of all work sites for the duration of the project.
- [H] Be involved in the organisations incident investigations when required.
- [I] Conduct organisational, site and visitor induction training.
- [J] Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors health and safety plan which poses a threat to the health and safety of persons.

5 SECTION 37(2) (LEGAL) AGREEMENT

- [A] A section 37(2) agreement must be signed between ATNS Contract Manager/Project Manager and the appointed principal contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the appointed contractor and all their sub- contractors for the contract. This agreement must be submitted as part of the safety file package.

6 SITE ACCESS REQUIREMENTS

The Safety file package must be submitted to the SHE department **2 weeks** before the agreed project commencement date.

- [A] Before the successful Contractor commences with any work, the ATNS Project Manager/Contract Manager shall ensure that.
- [B] A copy of the SHE Specification document is in the possession of the responsible person of the contracting company.
- [C] The responsible person of the contracting company and the ATNS project manager/contract manager have signed the ATNS section 37 (2) agreement.
- [D] The appointment of the Appointed principal Contractor have been concluded and signed by the Contractor and Appointed Project Manager. A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- [E] Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable ATNS SHE specifications to the Sub Contractor(s).
- [F] The SHE department shall assess and give written feedback to the appointed principal contractor. The safety file shall be approved in a form of a written letter from the SHE department.

7 COSTING FOR SHE WITHIN THE PROJECT

- [A] The SHE costing must be itemised and must take into consideration the scope of work. The appointed principal contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process.

8 RISK ASSESSMENT (REFER SEC 8 & 9 OF THE OHS ACT)

- [A] The appointed principal contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.
- [B] All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor.

9 WORKING AT HEIGHT (IF APPLICABLE)

Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

- [A] All appointments for the fall protection plan developer and implementer are in place.
- [B] Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
- [C] Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
- [D] The procedure addressing the inspection, testing and maintenance of all fall protection equipment is in place.
- [E] A fall rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident. Appropriate training, as determined by the risk assessment, has been provided.
- [F] Appropriate height safety equipment and personal protective equipment have been issued to the individual.
- [G] There are equipment inspection procedures and up-to-date inspection records.
- [H] Individuals are medically fit to work at height, and records of this are kept.
- [I] A site-specific risk assessment is performed.
- [J] Fall Protection Planner/s shall have training from an accredited service provider that consists of US 229994 & US 229998 as a minimum.
- [K] Working at height training shall only be done by a SAQA approved training provider based on US 229998. The training provided is only for ascending and descending from access ladders and working on elevated platforms.
- [L] All rope access technicians shall have SAQA training which is in accordance with the institute for working at heights (IWH) US 229998, Unit standards for Rope access Technicians i.e. (Level one – US 229998 and US 230000) (Level Two – US 229996) (LevelThree - US 229997 and US 230001) for rope access.
- [M] While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.
- [N] A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

10 ROOF WORK

- [A] Where roof work is to be performed, a risk assessment must be carried out prior to climbing on to the roof to determine the hazards (stability, suitability strength etc.), consequences of climbing and control measures that are required.

11 HOUSEKEEPING AND ORDER

- [A] The appointed principal contractor shall maintain a high standard of housekeeping for the duration of the project.
- [B] Prompt disposal of waste materials, scrap and rubbish is essential.
- [C] Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
- [D] Nails protruding through timber shall be bent over or removed so as not to cause injury.
- [E] All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
- [F] On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.

12 TOOLS AND EQUIPMENT

- [A] The appointed principal contractor shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
- [B] Contractor shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments.
- [C] The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- [D] All tools that emit noise shall be clearly marked with the emitted noise levels
- [E] Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
- [F] Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
- [G] Contractor shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

13 HAND TOOLS

- [A] All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the supervisor on a monthly basis as well as by users prior to use.
- [B] Tools with sharp points in tool boxes must be protected with a cover.

14 MEDICALS

Note: ATNS will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

- [A] Appointed principal contractor must ensure that his/her employees and sub- contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
- [B] Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- [C] The appointed contractor must ensure that his / her employees and sub- contractor employees have undergone pre-entry medical examination before starting work on the contract.

15 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

- [A] Appointed principal contractor shall comply with the requirements of GSR 2 of the OHS Act.
- [B] The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- [C] Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out.
- [D] Appointed contractor shall ensure that his/her visitors wear and use the correct PPE whilst on worksites.
- [E] Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- [F] All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
- [G] Where deemed as a requirement, then high visibility vests shall be worn.

16 INCIDENT INVESTIGATION

- [A] All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using ATNS OHS manual as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.
- [B] Appointed principal contractor must develop their own incident management procedure.
- [C] The appointed Contractor shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports.
- [D] The objective of incident investigation should not only be a legal requirement but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

17 EMERGENCY MANAGEMENT

- [A] The appointed principal contractor must develop his/her own emergency management procedure detailing the possible emergencies that could arise due to the activities that he/she conducts at ATNS premises and how he/she will evacuate the area in case of any emergency.
- [B] Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

18 NON-CONFORMANCE AND COMPLIANCE

- [A] Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline.

- [B] Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and ATNS requirements.

19 COID

- [A] The appointed principal contractor and all his/her appointed sub-contractors shall be registered with an appropriate employment compensation commissioner 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 SHE files.

20 STATUTORY APPOINTMENTS

- [A] For the duration of the contract, the appointed principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractor shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles.

21 SHE COMMUNICATION SYSTEMS

- [A] Principal Contractor must develop a communication strategy/plan outlining how he/she intends to communicate SHE issues to his/her staff, the mediums he/she will employ and how he/she will measure the effectiveness of the SHE communication.

22 GENERAL REQUIREMENTS

All employees conducting UPS electrical works must comply with the following:

- [A] Employees must be trained and competent to work with electricity.
- [B] The appointed contractor must submit method statements/work instructions indicating how UPS electrical work will be done safely.
- [C] A detailed baseline risk assessment pertaining to UPS electrical scope of work shall form part of the safety file package. (this is a detailed document indicating all the associated activities and identifying hazards and associated risks)
- [D] Part of the baseline risk assessment must detail the control measures to be implemented as per the hierarchy of controls, the risk assessment procedure must have a monitoring and review plan.
- [E] All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.
- [F] A task specific risk assessment must be conducted for all UPS electrical activities.
- [G] The principal contractor must adhere to the Occupational Health and Safety Act, Disaster Management Act, other relevant legislations including the ATNS occupational health and safety policy and Environmental Policy and Waste Management Procedure
- [H] Where applicable, the principal contractor shall provide suitable notice boards that will be mounted outside the works area when they begin work. Such signboards shall indicate the service provider's name, contact details of the responsible site agent, the name/number of the building they are working on, and a short description of the works that are being performed there.

- [I] In addition, warning notices and other barricade will be erected to keep the public away from the locations where there is work being performed. It is the principal contractor's responsibility to ensure that all persons are informed of the hazards associated with the works and to keep persons outside of the working areas from a health and safety perspective
- [J] Warning notices shall be made of non-corrodible non-deteriorating material, preferably plastic.
- [K] The principal contractor shall only utilize equipment that is safe and in good serviceable order. No work will be undertaken without using the appropriate and correct tools for the purpose.
- [L] Old equipment that is removed from site shall be disposed of safely, and in an environmentally safe and responsible manner as per ATNS waste procedure.

23 SITE ESTABLISHMENT

- [A] Principal contractor's site facilities should be managed at all times.
- [B] Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
- [C] Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
- [D] When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.
- [E] The principal contractor together with the client must conduct a Risk assessment for site establishment.
- [F] ATNS does not guarantee the provision of a storage to accommodate the service principal contractor's tools and equipment.
- [G] If such site establishment/storage is not be available, the principal contractor will be responsible for establishing and disestablishing its own storage facility, the location of which must be agreed with ATNS (if established within ATNS premises).
- [H] The principal contractor may not make use of the site for residential purposes, and no workers will be permitted to set up sleeping quarters on ATNS premises.
- [I] The principal contractor may display discrete signage to indicate the ownership of plant or equipment only and as required in order to comply with health and safety requirements.
- [J] The principal contractor shall clear up all site establishment after use, and reinstate the same to the state prior to occupation, at the service provider's cost.

24 SHE FILE

- [A] A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
- [B] The principal contractor is required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Principal contractor may keep additional files at his/her head office as additional records. The SHE file shall be maintained by the principal contractor on his/her construction sites and shall be available on request for audit and inspection purposes.
- [C] The SHE file shall consist of the requirements in terms of the project's safety specification, the principal contractor's safety and health plans.
- [D] The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- [E] Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

- [F] On completion of the work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
- [G] In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

25 SHE FILE

- [A] A SHE File shall be submitted as per the Occupational Health and Safety Act No. 85 of 1993, requirements for approval by ATNS SHE department before any construction work may commence at the site. The draft SHE File to be submitted shall address the minimum requirements of the Occupational Health and Safety Act No. 85 of 1993 as listed below. After contract award, the detailed SHE File shall be available on site for easy access.

Table: Minimum Requirements for a SHE File

No	Item	Included in Draft SHE File	Comments
1.	Health and Safety Policy (signed)	Yes	
2.	Department of Labour - Valid Letter of Good Standing. (COID)	Yes	
3.	Public Liability Insurance Certificates (Valid)	Yes	
4.	Scope of Work including the Company Organogram, resource allocation and individual OHS responsibilities	Yes	Based on proposal offered
5.	Method Statements	Yes	Based on proposal offered
6.	Notification of Construction Work (Where Applicable)	Yes	Completed form and signed for transmission to DoL after contract award and completion of SHE File
7.	OHS 37(2) Mandatory Form Agreement between ATNS and appointed principal Contractor	Yes	Completed form where possible. Agreements will be included after contract award and completion of SHE File
8.	Mandatory Agreements – Between Principal Contractor and Sub-Contractors	Yes	Signed agreement, if any
9.	Legal Letters of Appointments 16.1 – CEO/ 16.2	Yes	All appointment letters must be duly signed.

No	Item	Included in Draft SHE File	Comments
	CR 8.5 – Construction Health and Safety Officer CR 8.1 - Construction Manager CR 8.7 - Construction Supervisor CR 9(1) - Risk Assessor GAR 9(2) - Incident Investigator CR 23 - Construction Vehicle/Mobile Plant Supervisor Appointment for fire equipment inspector - CR 29(h) Appointment for competent first aider - GSR 3(1) Stacking and storage supervisor – CR 28 Appointment for Competent Fall protection implementer - CR 10(1) (a) All other Legal Appointees as applicable		
10	Competency Certificates for all Legal Appointees.	Yes	Valid certificates for all Appointees included
11	ATNS OHS Specifications	Yes	ATNS Specifications to be provided after contract award for completion of SHE File. The appointed contractor must use the SHE specification as a guideline when compiling the SHE file.
12	Health and Safety Plan	Yes	In draft format and must be based on work to be undertaken and in relation to the proposal offered
13	Baseline Risk Assessment	Yes	The appointed principal contractor must developed BRA as per the client issued scope of work
14	Risk Matrix	Yes	It must be part of the BRA

No	Item	Included in Draft SHE File	Comments
15	Medical proof of all Contractor employee's physical and psychological fitness to work ON SITE at the individual airports listed	Yes	Valid medical certificates will be submitted after contract award for inclusion in the SHE File
16	Check Sheets and Registers Personal Protection Equipment Firefighting Inspection First Aid Box and Equipment Hand Tools Hygiene Facilities Housekeeping inspection	Yes	
17	Incident Investigation and Reporting Procedures	Yes	Comprehensive Procedures and all forms for reporting, which also includes environmental reporting
18	Toolbox talks	Yes	List of subject matters applicable and record keeping thereof
19	Emergency Plan	Yes	To be developed after contract award for inclusion in the SHE File
20	Waste Management Plan	Yes	Detailed Waste Management Plan which ensures conformance to the Waste Act provisions and must be approved by the SHE unit
21	Working at heights documents -fall protection plan and working at heights risk assessment (where applicable)	Yes	Fall protection plan must be drafted by a competed person and it must include a rescue plan.
22	Organogram	Yes	The organogram explaining the structure of the company/organization must be part of the SHE file.