

SCOPE OF WORKS

Scaffolding erection and dismantling service on Foskor Mine site

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
1 PRE-QUALIFICATION	5
1.1. TECHNICAL.....	5
1.2. DEFINITIONS AND ABBREVIATIONS.....	5
2 INVITATION TO TENDER.....	5
2.1. SCOPE BACKGROUND.....	5
2.1 COMPANY BACKGROUND	5
3 SCOPE OF WORK	6
3.1 BACKGROUND DOCUMENTATION.....	6
3.2 SCOPE - EXTENT OF WORK OR SERVICE REQUIRED	6
3.2.1 General Scope Considerations:	6
3.2.2 Project costing and expenses:	6
3.2.3 Disposal of refuse	6
3.2.4 General requirements for commissioning.....	7
3.2.5 Scope Specific statutory and legislative requirements Legislative requirements	7
3.2.6 Sub-Contracting and joint ventures	7
3.3 SCOPE.....	7
3.3.1 Foskor specific - Training and authorisations - Summarised - Typical but not limited to:.....	7
3.4 BASIC REQUIREMENTS	7
3.5 TRAINING AND EXPERIENCE REQUIREMENTS	12
A. Stages of training	12
B. Training syllabus for General Worker (scaffolding)	12
C. Training syllabus for Assistant to Scaffolder (Scaffolding Fixer)	12
D. Training syllabus for Scaffolding Erector.....	13
E. Training syllabus for a Scaffolding Team Leader who will lead an erecting team.	13
F. Training syllabus for an Inspector of Scaffolding.....	13
3.6 ACCREDITATION.....	15
4 PROJECT URGENCY	15
5 DELIVERY OF MATERIALS AND EQUIPMENT	15
6 BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS	16
6.1 TABLE OF INCLUSIONS AND EXCLUSIONS	16
7 AS BUILT DRAWINGS.....	20
8 QUALITY	20

8.1	QUALITY FILE INDEX	21
9	ADDITIONAL BOUNDARIES	22
10	PROJECT DELIVERABLES.....	22
10.1	THE DELIVERABLES FOR THIS PROJECT INCLUDE:	22
10.2	DATA BOOKS.....	22
10.3	MANUALS AND DOCUMENTATION.....	23
10.4	FORMAT OF DOCUMENTS AND MANUALS	23
10.5	TRANSMITTAL OF DOCUMENTS AND MANUALS	23
10.6	PROJECT COMPLETION.....	23
11	ON-SITE SUPERVISION REQUIREMENT	24
12	TENDER DELIVERABLES.....	24
13	SAFETY	24
14	LEGISLATIVE REQUIREMENTS – SUMMARY	26
14.1	MINIMUM LEGISLATIVE REQUIREMENTS:	26
14.2	SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S	26
	workmen are:.....	26
•	Before entering and working on the Foskor site the appointed service provider shall:	27
15	PERMIT TO WORK	27
16	SAFETY FILE	29
16.1	FOSKOR SAFETY FILE INDEX - TYPICAL.....	29
16.2	TYPICAL CONTENTS OF SAFETY FILE:.....	32
16.3	REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES	33
16.4	MINIMUM CRITERIA FOR PERMITTING CONTRACTORS ON SITE.....	35
17	PARAMETERS.....	38
17.1	DESIGN PARAMETERS.....	38
17.2	SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS	38
17.3	SITE GEOGRAPHY	38
17.4	AMBIENT CONDITIONS.....	38
17.5	FOSKOR GENERAL ENGINEERING SPECIFICATIONS (SHOULD BE CONSULTED BEFORE FINALIZATION OF ANY DESIGN OR SPECIFICATION)	39
18	LIAISON AND CO-OPERATION WITH OTHERS.....	41
19	GENERAL CONDITIONS – COMMERCIAL	41
19.1	EXTENSIONS, PENALTIES AND RETENTIONS.....	41
19.2	AFTER SALES SERVICE OR REQUIREMENTS	41

19.3	INVOICES DUE DATES	41
20	MANDATORY DOCUMENTS.....	42
21	TENDER EVALUATION CRITERIA	42
21.1	MANDATORY REQUIREMENTS	42
21.2	EVALUATION CRITERIA (TECHNICAL)	43
22	PRICING SCHEDULE	45
22.1	PRICING SCHEDULE / SCHEDULE OF QUANTITIES OR BOQ	45

SCOPE OF WORK

Tender No.: TXX/24

Description: Scaffolding erection and dismantling service on Foskor Mine site

1 PRE-QUALIFICATION

1.1. TECHNICAL

No	Pre-Qualification Requirements	Comments
1	The company will have CIDB 5 SL Scoring: Yes or No	CIDB Grading certificate.

1.2. DEFINITIONS AND ABBREVIATIONS

2	BOQ	–	Bill of Quantities	MHSA	–	Mine Health and Safety Act
	BRA	–	Baseline Risk Assessment	NDT	–	Non-destructive Test
	COC	–	Certificate of Compliance	OH&S	–	Occupational Health and Safety
	CAS	–	Collision Avoidance System			
	COP	–	Code of Practice	OHC	–	Over-Head Crane
	CTD	–	Critical task Descriptions	PDS	–	Proximity Detection System
	DAP	–	Diammonium Phosphate	PEE	–	Portable Electrical Equipment
	DB	–	Distribution Boards	PPE	–	Personal Protective Equipment
	DWA	–	Department of water affairs	QA	–	Quality Assurance
	DWG	–	Drawing	QC	–	Quality Control
	ECO	–	Engineering Change Order	QCP	–	Quality control Plan
	HDG	–	Hot-Dip galvanizing	QMS	–	Quality Management System
	HIRA	–	Hazard Identification and Risk Assessment	RFI	–	Request for Inspection
	IFC	–	Issued for Construction	ROPS	–	Rollover Protection System
	ISO	–	International Organization of Standardization	SANS	–	South African National Standards
	LDV	–	Light Delivery Vehicle	SHE	–	Safety, Health, Environment
	MAP	–	Monoammonium phosphate	SHERQ	–	Safety Health Environment Risk & Quality
	MCOP	–	Mandatory Code of Practice	TMMS	–	Trackless Mobile Machines
				WBS	–	Work-breakdown structure

INVITATION TO TENDER

This document prescribes the requirements for the supply, repair, erection, dismantling and maintenance of scaffolding service on Foskor mine site.

2.1. SCOPE BACKGROUND

The existing scaffolding erection contract will expire, and a new tender process will be followed.

2.1 COMPANY BACKGROUND

Foskor is one of the world's largest producers of phosphate rock (concentrate) and phosphoric acid. It is one of the world's few vertically integrated producers of phosphoric acid and is the second-largest supplier to India, the world's largest consumer of phosphoric acid.

The Company owns and mines phosphate resources and beneficiates the mined material to produce a phosphate concentrate at Phalaborwa, in the Limpopo Province of South Africa. The phosphate concentrate is sold locally and transported to the Richards Bay plant on the coast of Kwa-Zulu Natal to produce phosphoric acid, sulphuric acid and granular fertilisers MAP and DAP from phosphoric acid and is the leading supplier of fertilisers to South Africa. In all about 95% of the phosphoric acid is exported and the granular sales are divided between exports and local markets. Since 1951 Foskor has supplied more than 95% of South Africa's fertiliser requirements.

3 SCOPE OF WORK

3.1 BACKGROUND DOCUMENTATION

N/A

3.2 SCOPE - EXTENT OF WORK OR SERVICE REQUIRED

3.2.1 General Scope Considerations:

Please allow for a competent Quality Control Officer / to compile and manage the contractor's quality management. In the event of quality system failures, Foskor will request the Quality Official's experience and qualifications and if this is not acceptable, it will be expected that the contractor obtain this service at its own cost.

Please allow for a competent person to compile the method statement and the subsequent Microsoft Project plan when required. This person will manage and update this plan on a defined basis and present to the Foskor Project Engineer. It is expected that this planning and management is executed by the contractor. This service will be provided at the contractor's cost.

Scaffolding needs to be arranged by the contractor. It is expected that arrangements will be communicated to Scaffolding company at least 3 days before requirement. Proof of request and arrangements and actual scaffolding installation for Scaffolding to be provided to Foskor on request.

3.2.2 Project costing and expenses:

The contractor shall supply all engineering services, materials, labour, transport, supervision, and consumable materials, equipment, tools and every item of expense for the scope of work to be completed successfully unless otherwise stated taking the following into consideration.

3.2.3 Disposal of refuse

The Contractor shall be responsible for disposal of refuse and waste generated by his staff daily. The site is to be kept clean, neat, and tidy, by complying with Foskor Waste Management COP.

3.2.4 General requirements for commissioning

Commissioning or handover will be executed as per Foskor Procedures or as directed by the Engineer. Normally the Foskor Punch list and Hand over certificate will be used.

3.2.5 Scope Specific statutory and legislative requirements Legislative requirements

The successful or appointed service provider shall comply with the latest revisions of the following:

- SANS 10085 and all referenced SANS standards

3.2.6 Sub-Contracting and joint ventures

The primary aspect of the works may not be subcontracted. For subcontracting the relevant companies supporting documentation needs to support the bidder's tender.

Joint Ventures must be declared in the bidder's tender with all relevant supporting documentation.

The main contractor must pass the technical evaluation criteria.

3.3 SCOPE

3.3.1 Foskor specific - Training and authorisations - Summarised - Typical but not limited to:

- Basic Health and Safety – Training
- First Aid - Training
- HIRA – Training and Authorisation
- TMM – Foskor driving licence, open pit licence and Authorisation.
- Confined space – Training and Authorisation
- Working at Heights – Training and Authorisation
- Hot Work - Training and Authorisation
- Conveyors – Training and Authorisation
- Electrical – Relevant training and Authorisation
- Lifting and rigging – Training and Authorisation
- Overhead crane - Training and Authorisation
- Fire – Training
- Other – as and when as per Foskor COP's and Baseline Risk Assessment

3.4 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.

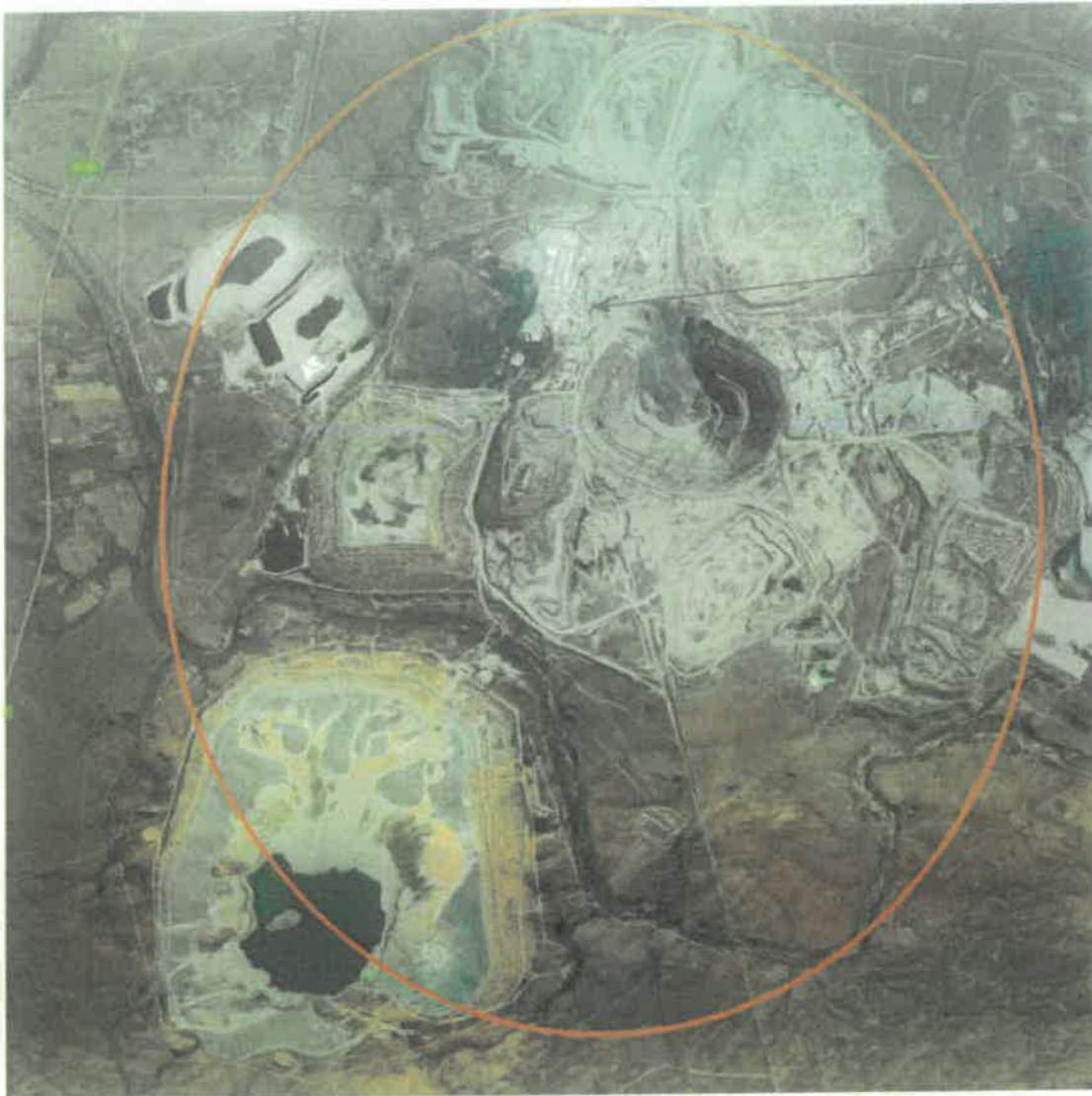
c) Foskor Site - See indicated Map- Typical

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.



Security

- 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
 - e. Response to request - Foskor make use of an internal job card system (JDE) no job card no work.

- f. Scaffolding to be kept on Foskor site. Own store yards to be established and maintained. Establishment and maintenance for contractor's account
 - g. 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.
 - h. TMM's for Mining, Crushers and Tailings area requires roll over protection, **PDS compatible with level 9 CAS, and reverse hooter**. See COP 59
 - i. Maintain scaffolding as per SANS with all relevant records (Auditable)
 - j. Supply scaffold **material** as per SANS with all relevant traceable records (Auditable)
 - k. Erecting a safe scaffold safely as per SANS and declare it safe for use.
 - l. Dismantling Scaffolding in a safe way.
 - m. All employees trained and certified to erect scaffold. Comply to SANS
 - n. 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**.
- b) It is the Service provider's responsibility to deliver the Scaffolding material to the point of use and remove afterwards.
- c) 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
- d) Scaffolding on site
- a. Scaffolding on site should be at least 180 tons with the capability to increase (Foskor Shutdowns) with prior notice.
- e) 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.
- f) 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.

- g) 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 on site no work
 - f. Ensure compliance to MHSA.
 - g. Support Foskor in managing scaffolding as per ISO requirements.

- h) 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.

- i) 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.

- j) 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 – Submitted 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.

k) 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.

l) Extract of training requirements from SANS:

3.5 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 Scaffolders (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 Scaffolders (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.

3.6 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, imposts, 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.

NB: The contractor/consultant must clearly state in his tender submission if there is an exclusion on the Foskor scope (As per the site meeting procurement scope and site meeting minutes). Failure to state the exclusion will mean that the full Foskor scope is still applicable.

6 BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS

6.1 TABLE OF INCLUSIONS AND EXCLUSIONS

List the boundaries in terms of equipment (Foskor plant specific). Up to where is it Foskor's responsibility and where/what is the contractor's responsibility.

WHO WILL SUPPLY THE FOLLOWING?													
FF = FOSKOR, FREE OF CHARGE		FC = FOSKOR, AT COST TO CONTRACTOR		C = CONTRACTOR		N/A = NOT APPLICABLE							
1. Sanitary		2. Transport		3. Quality		4. Security		5. Lifting and Rigging		6. Medicals		7. Communication devices	
1.1 Water on site and toilet facilities / janitorial services	C	2.1 Labour	C	3.1 Plan, Management, QA, QC	C	4.1 Site Security	C	5.1 All rigging equipment (Slings, Chain blocks, turners, etc)	C	8.1 Entry and Exit	C	7.1 All communication devices like laptops, computers, networks, radios, cellphones, etc	C
1.2 Portable connection point	C	2.2 Materials	C	3.2 All quality test Civil, Paint, Mechanical, etc	C	4.2 Foskor ID Card	C	5.2 Rigger	C	8.2 First aid box at place of work	C		
1.3 Connection to construction water supply	C	2.3 Equipment	C	3.3 Sampling and laboratory testing	C	4.3 Personal Items	C	5.3 Mobile cranes	C				
1.4 Change rooms	C	2.4 All TMMS	C										
8. PE	P	9. Surveying		10. Safety File		11. Training & Authorizations		12. Site Establishment		13. Waste management		14. Painting	
8.1 Supply, Issue, inspect and manage	C	9.1 Site Surveys	C	10.1 Foskor will issue template	FF	11.1 All Required Training	C	13.1 Site office/s with suitable facilities for daily "Green Area" meetings, and lunch area	C	13.1 Transport all on site to waste to Foskor designated waste sites	C	14.1 All Equipment and tools paint, labour, etc	C

WHO WILL SUPPLY THE FOLLOWING?

FF = FOSKOR, FREE OF CHARGE FC = FOSKOR, AT COST TO CONTRACTOR C = CONTRACTOR N/A = NOT APPLICABLE

				10.2 Ensure file conform/ populate to Foskor standards	C	11.2 Automation - As per Foskor COP	FF	13.2 Site establishment space	FF				
15. Fuel		16. Mechanical		17. Labour		18. Compressed air		19. Scaffolding		20. Tools & Equipment		21. Training	
15.1 Fuel Supply	C			17.1 All labour as per Scope of Work to execute task including management	C	18.1 Sandblasting or flash blast	C	19.1 Scaffolding Supply & Erect	C	20.1 All Portable Electrical Equipment	C	21.1 All required training and training manuals as required to ensure that Foskor can train its workforce and operate the plant / equipment safely	C
15.2 Fuel storage	C					18.2 Compressor	C	19.2 Scaffolds be managed by the Contractor with proper documentation (request, Erected, Job completed, Demolished, etc)	C	20.2 Hot Work Equip as per Foskor COP - Welding Machines, Gas Cutting, Grinding, Gauging, etc	C		
15.3 Fuel fire protection	C					18.3 Air for power tools - If available	C	19.3 Cherry Picker's - only if available by pre-booking	FF	20.3 Tools as required to execute task	C	21.2 All manuals and related documents to be supplied to project Eng. and Foskor Drawing office for safe keeping	C
15.4 Refuelling	C							19.4 Cherry Picker's Driver - Tra	C				

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FF = FOSKOR, FREE OF
CHARGE

FC = FOSKOR, AT COST TO
CONTRACTOR

C = CONTRACTOR

N/A = NOT
APPLICABLE

								ine d an d aut hor ize d dri ver					
22. Certificate s		23. Consumab les		24. Storage and inventory control		25. Electrical							
22.1 Supply All regulatory and other certificates as required	C	23.1 Welding rods	C	24.1 Protective coverings/t arpaulins	C	25.1 Generators	C	25.4 Temporary lighting	C	25.7 Elect ric panel + distributing wiring	C		
		23.2 Electrical materials & consumables for site use	C	24.2 Storage of tools & equipment and inven tory	C	25.2 Electrical Extensions	C	25.5 Power for tools on site from existing Foskor electrical supply point (Weld ing plugs and 220 v plugs)	C	25.5 Electrical connection point	F		

WHO WILL SUPPLY THE FOLLOWING?									
FF = FOSKOR, FREE OF CHARGE		FC = FOSKOR, AT COST TO CONTRACTOR			C = CONTRACTOR			N/A = NOT APPLICABLE	
				o r y c o n t r o l					
	23.3 All other required Consumables to execute the plant				25.3 CO C Site Establishment	C	25.6 Connection to Electrical supply	C	25.9 Electrical and Instrumentation Installation C

7 AS BUILT DRAWINGS

As built drawing requirement is defined below:

As built drawing is required at completion of the installation. This will be done with the Foskor appointed contractors. Provision will be made in the BOQ for this service once construction commence.

This includes the survey of structures before excavations is closed. The survey data to be given to mining.

Note! – All drawings to be delivered in AutoCAD electronic format. All drawings to be detail engineering drawings.

8 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

8.1 QUALITY FILE INDEX

The quality file index listed below will be the minimum requirement.

This file must be kept up to date for the duration of the project and will be handed to the Foskor project Engineer on completion of the project.

QUALITY FILE INDEX

	QUALITY FILE INDEX FOSKOR- TSS - PROJECTS	Doc. No:	FSK-P-GEN-IX-001
		Rev. No.:	00
		Date:	12 - July - 2019

Contents

Issued for Construction (IFC) drawings – Approved.....	1
Quality Control Plan (QCP) Approved.....	2
Competency of People – Welder Qualifications, Trade, Authorization, Certifications, etc	3
Designer/Engineers Instructions, Specifications, Approvals, Concessions applied for & approved. Site instructions, Variations and ECO's	4
Method Statement of contractor– Approved	5
Material orders & Delivery notes.....	6
Certificates – Material, Data Sheets, Compliance, Certification, etc	7
Test Results – Each Discipline – Test cubes, NDT, etc.....	8
Request for inspection (RFI).....	9
As Built Drawings.....	10
Reports - Survey, etc.....	11
Punchlist/Snag list	12
Handover/ Occupations/ Taking over Certificates/Commissioning.....	13



9 ADDITIONAL BOUNDARIES

N/A

10 PROJECT DELIVERABLES

10.1 THE DELIVERABLES FOR THIS PROJECT INCLUDE:

Scaffolding erection and dismantling service requested as per Foskor job card system

10.2 DATA BOOKS

a) N/A

10.3 MANUALS AND DOCUMENTATION

The following must be supplied:

- Material Certificates and maintenance records

10.4 FORMAT OF DOCUMENTS AND MANUALS

Note! - All Manuals must be in English

10.5 TRANSMITTAL OF DOCUMENTS AND MANUALS

Documents and Manuals to be submitted in the flowing formats:

Type of Document	Hard Copy	Electronic Format
Manuals		
Drawings		
Reports		
Data Books		
Material certificates, Maintenance records	X	

Hard Copy: Book or binding arch file format and must be durable and of high quality.

Soft Copy: Manuals, Reports and Data Books – Word, Excel, PDF, etc.
 Drawings – AutoCAD
 Storage – Compact Disk or Data traveller

Language: English

10.6 PROJECT COMPLETION

On project completion, the contractor will issue Foskor with a Handover certificate.
 The handover certificate will be accompanied by the following documents:

1. Safety File
2. Quality File – Material Certificates and maintenance record
3. Documents / drawings issued by foskor

Drawing or Document No	Title	Revision
Note	Please read your Scope of Work	

11 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.

12 TENDER DELIVERABLES

The deliverables will include: -

- Complete Foskor pricing schedule (BOQ)
- Preliminary method statement to execute the site work.

Not submitting the required documentation or not completing the documentation (Pricing Schedule) correctly will lead to a disregard of the tender.

Take note of the tender evaluation documents that needs to be submitted.

13 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 R800 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

14 LEGISLATIVE REQUIREMENTS – SUMMARY

14.1 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)

14.2 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.

15 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:
 - 15.1.1.1 First Aid Level 1 (Provide own training)
 - 15.1.1.2 Working at heights (Provide own training)
 - 15.1.1.3 Basic Health & Safety Principles (Provide own training)
 - 15.1.1.4 HIRA (Provide own training)
 - 15.1.1.5 Basic Firefighting. (Provide own- or receive Foskor training, contact 015 789 2531 for bookings)
 - 15.1.1.6 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.

16 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.

16.1 FOSKOR SAFETY FILE INDEX - TYPICAL

Template SHE FILE INDEX: - TYPICAL

<u>ISO clause / Description of item</u>	<u>File divider</u>
1. Integrated Management System. Clause 5.1 & 5.2	1
2. Policies Clause 5.2: OH&S Policies	2
3. COP 1: Foskor risk management Clause 6.1.2.1 & 6.1.2.2: Hazard identification, risk assessment and determining controls.	3
4. COP 88: Objectives, targets and management programmes Clause 6.2: Objectives and programs	4
5. COP 2: Compliance obligations and appointments COP 5: Health and safety representatives, Clause 5.3: Legal and other requirements Clause 5.3 / 7.1: Resources, roles, responsibility, accountability and authority Clause 6.1.3: compliance obligations/ legal and other requirements	5
6. COP 15: SHERQ Competency and awareness training Clause 7.2 / 7.3: Competence, training and awareness	6
7. COP 17: Mobile, technical and process training	

Clause 7.2 / 7.3: Competence, training and awareness	7
8. COP 6: SHERQ Committees	
COP 7: Communication	
Clause 7.4: Communication, participation, and consultation	8
9. OCCUPATIONAL HYGIENE	
COP 42: Lighting: natural and artificial.	
COP 43: MCOP Occupational health programme on thermal stress	
COP 44: Sanitation plant hygiene amenities	
COP 45: MCOP occupational health program on personal Exposure to Air borne Pollutants	
COP 64: Ergonomics	
COP 86: MCOP for Occupation Health Program for noise	
Clause 8.1.2 Eliminating hazards and reducing OH&S risks	9
10. COP 49: Waste management	
COP 58: Hazardous chemical substances and control Hazchem and waste management	
Clause 8.1.2 Eliminating hazards and reducing OH&S risks	10
11. COP 53: Lock out system and usage	
Clause 8.1.1 General	
Clause 8.1.2 Eliminating hazards and reducing OH&S risks	11
12. COP 55: Stair's walkways handrails and Ladders	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	12
13. COP 56: Lifting machinery and lifting Tackle	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	13
14. COP 57: Boilers and vessels under pressure work forms	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	14
15. COP 59: MCOP for the operation of TMM's	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	15
16. COP 60: Portable electrical equipment checks and registers	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	16
17. COP 61: Earth leakage Relays and checks	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	17

18. COP 62: General Electric installations and machinery in hazardous locations	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	18
19. COP 63: Hand tools	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	19
20. COP 65: Personal Protective Equipment	
COP 67: MCOP Women in mining PPE	
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	20
21. COP 69: Maintenance of fire equipment;	
Clause 8.1 Emergency preparedness and response,	
Clause 8.1.2 Eliminating hazards and reducing OH&S	21
22. COP 72: Firefighting emergency drill and instructions	
COP 74 Emergency preparedness and response	
Clause 8.1 Operational planning and control,	
Clause 8.2 Emergency Preparedness and response	22
23. COP 93: MCOP for the safe use of conveyors installation for the transportation of minerals,	
material or personnel	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	23
24. COP 94: Hot work	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	24
25. COP 95: Confined space entry	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	25
26. COP 96: Working on Heights	
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	26
27. COP 97: Erection and use of scaffolding	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	27
28. COP 98: Water safety	

Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	28
29. COP 101: MCOP: The right to refuse dangerous work and withdraw from dangerous workplace.	
Clause 8.1 Operational planning and control	
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	29
30. COP 102: MCOP: Risk based emergency care on mine	
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency preparedness and response	30
31. COP 103: Use of mobile devices on the mine premises	
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.	
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency preparedness and response	31
32. COP 22: SHEQ Inspection	
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency preparedness and response	32
33. COP 23: Internal and external audit.	
Clause 9.2 Internal audit	
Clause 9.2.1 general and 9.2.2 internal audit programme.	33

Notes:

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.

16.2 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.

16.3 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: See Attached extracts from Foskor COP's.

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

Note: Contractor can obtain an updated CD/Disk with all Foskor COP's from Projects at request
- All the required PPE, Safety Equipment is for the CONTRACTOR's account.

16.4 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. Scope of work

The scope of work determines the nature of the services that is procured and thus the absolute minimum requirement that is needed to ensure compliance with the Foskor standards as well as the MHSA. It is therefore imperative that clearly define the SHEQ requirements in enough detail at the start of the procurement process, namely in the scope of work.

C. 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.

D. 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)

E. 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 SETA 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 Foscort 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

[illegible]

17 PARAMETERS

17.1 DESIGN PARAMETERS

All plant and equipment will be designed to:

- Operate satisfactorily under atmospheric, ambient, and other conditions present at the site location.
- Ensure interchangeability of units and/or sub-parts throughout the plant to reduce spares holding requirements
– take old plant equipment into account.
- Ensure reliability and maintainability. Minimum availability of 98% is required.
- Operate without undue vibration, stresses (temperature and built-in) and excessive noise.
- Comply with legal requirements in terms of the water license and DWA.

17.2 SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS

The latest edition of the South African National Standards in effect at the date of projects design shall establish the minimum requirements for design, materials, and construction. This should be referenced with the Foskor General Engineering specifications and requirements of the Foskor SHERQ system (COP's). No work shall be contemplated which is in breach of any legislation in South Africa – Typically but not limited to:

- Water License - 04/B72K/ACGIJ/962 Requirements
- Occupational Health and Safety Act (Act 85 of 1993)
- Mine Health and Safety Acts and regulations (Act 29 of 1996)
- Explosive Acts and Regulations - South Africa
- DWS and the National Water Act.
- Foskor COP's and applicable General SHEQ Requirements
- Foskor Engineering Specifications
- Chamber of Mines / Mine Council SHEQ Requirements (Milestones)
- Atmospheric Emissions Licence - 13/2/AEL-02 Requirements
- The latest revisions of the SANS standardized specifications and Foskor Specifications as applicable at the time of quotation shall apply to this contract.

Note! The equipment to be capable of continuous operation 24 hrs/day, 365 days/year with operating availability equal to 100%.

17.3 SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

17.4 AMBIENT CONDITIONS

- Ambient temperature

Summer	35 °C Avg.	50 °C Max
Winter	17 °C Avg.	2 °C Min

- Site Altitude: 380 m
- Prevailing wind direction: Generally South Easterly - Maximum design velocity 40 m/s (144 km/h)
- Very dusty conditions
- Average annual rainfall = 540 mm

17.5 FOSKOR GENERAL ENGINEERING SPECIFICATIONS (SHOULD BE CONSULTED BEFORE FINALIZATION OF ANY DESIGN OR SPECIFICATION)

	Name	Modified	Modified By
	Engineering Specification Index	... 15 April, 2016	☐ Khayelihle Pepu
	GS001 - General Design Information - Rev 1	... 15 April, 2016	☐ Khayelihle Pepu
	GS002 - Engineering Drawings - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS003 - Quality Control Procedures - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS005 - Concrete and Formwork - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS007 - Plate work - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS008 - Welding procedures - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS009 - Structural fabrication and erection - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS011- Piping - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS012 - Pressure vessels - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS013M - Painting and Protective Coatings	... 15 April, 2016	☐ Khayelihle Pepu
	GS014 - Rubberlining - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS015 - Fencing - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS016 - Roofing and side cladding - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS017 - Fuel - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS018 - Lubrication - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS019 - Liquid containemt bund walls - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS020 - General purpose valves - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS021 - Gearboxes - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS022 - Chainblocks and lever hoists - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GSI-004 - Field Instrumentation Standards	... 15 April, 2016	☐ Khayelihle Pepu

Service provider /Contractor /Supplier - Please ensure that you have the latest copy of the specifications before any activity is committed.

18 LIAISON AND CO-OPERATION WITH OTHERS

- The CONTRACTOR/ SERVICE PROVIDER shall be required to co-operate and liaise with FOSKOR appointed Project Manager.
- The CONTRACTOR/ SERVICE PROVIDER must note that construction is within an operational plant.
- The CONTRACTOR/ SERVICE PROVIDER may appoint a FOSKOR approved sub-contractor
- The CONTRACTOR/ SERVICE PROVIDER shall be required to work in conjunction with the FOSKOR appointed structural-, electrical-, equipment- and instrumentation installation contractor – if applicable.

19 GENERAL CONDITIONS – COMMERCIAL

19.1 EXTENSIONS, PENALTIES AND RETENTIONS

- Extension on the promised completion or milestone date may be requested but needs to be approved by FOSKOR. The contractor should be in possession of a formal document issued via FOSKOR Procurement indicating that this request was approved.
- Any additional works not defined in the order needs to be approved by FOSKOR in writing before any work commence.

Description	Condition	Duration
Penalties	0	
Performance Bond	0	
Retention	0	
Type of Contract	FOSKOR standard terms and conditions	
Tender price validity	90 days	
Escalation	As defined by Procurement documentation	

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

19.2 AFTER SALES SERVICE OR REQUIREMENTS

After sales service requirements are listed below:

- **Not applicable**

19.3 INVOICES DUE DATES

As defined and indicated by Procurement.

20 MANDATORY DOCUMENTS

These are the documents that needs to be submitted with the tender:

- Tax Compliance certificates
- BBBEE certificates
- COIDA

21 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.

21.1 MANDATORY REQUIREMENTS

Bid submission not meeting the mandatory requirement will result in the bid being disqualified.

No	Pre-Qualification Requirements	Comments
1	The company will have CIDB 5 SL Scoring: Yes or No	• CIDB Grading certificate.

21.2 EVALUATION CRITERIA (TECHNICAL)

Description:

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

Evaluation Criteria (Technical)			
Scaffolding erection and dismantling service on Foskor Mine site			
No	Technical Criteria Description	Point Contribution	Proof / documents to be submitted
1	Experience & Team competence - <u>Section</u> <u>Weight not to be less than 25%</u>	MANDATORY	
a)	Company - Previous scaffolding erection and dismantling in a mining environment. Scoring: 1 - 2 years = 5 3 years = 10 4 years and More =20	20	Give reference list of projects, with values and contact numbers for verification. <u>Annexure B</u>
2	Company Capacity – <u>Weight not to be less than 25%</u>	MANDATORY	
b)	Company ability to provide at least 180 tons of scaffold to a specific company that can be allocated to Foskor site. Scoring: Scaffolding = 0, Own scaffolding 180 tons = 10; 250 tons = 15	15	Provide asset register with a minimum of 180 tons of scaffolding material. <u>Annexure D</u>
c)	Contractor assets Scoring: No equipment =; Partial Equipment = 7.5; All Relevant Equipment = 15	15	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 that will be used <u>Annexure E</u>

d)	Management team, Organogram indicating names, positions, for this contract. Cv's. Add method statement separately. Scoring: adequate management compliment = 0; Adequate team complement Organogram with some skills Not all appointees indicated = 5; Adequate team complement Organogram with skills = 10	10	Submit organogram with names, position, and skills. CV of management and safety officer. Who will carry the 2.6.1 appointment? Safety officer, management structure, etc <u>Annexure F – 1</u>
e)	Adequate Team Compliment for the teams. Indicate who will be the 2.9.2 supervisor, Team members - Competency verification against SANS standards. Scoring: adequate supervisor and worker's compliment. Information not indicating compliance to SANS = 0; Adequate team complement Organogram with relevant supervisors and training compliance to SANS = 20	20	Ensure enough competent persons is indicted. List all team supervisors that will carry the 2.9.2 -appointment. Full CV. List all the team members per supervisor with summary CV per person (One page) - Indicate position and compliance to SANS training and competency. <u>Annexure F - 2</u>
5	Site Establishment		
f)	Contractor must submit a project plan indicating lead time for all material and personal to be onsite and ready to start working. Lead time 0 to 3 months = 10 Lead time of more than 3 months = 2.5 No Lead time = 0	10	Submit project implementation plan indicating timelines. <u>Annexure G</u>
	<u>NBI - List items defined by Procurement</u>		
6	Safety		
g)	Safety statistics Company safety statistics No Safety Stats = 0 Poor = 1 Fair = 5 Good = 10	10	Provide information. <u>Annexure H</u>
		100	

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

22 PRICING SCHEDULE

22.1 PRICING SCHEDULE / SCHEDULE OF QUANTITIES OR BOQ

Tender No.:

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)
- l. Scaffolding erected for more than 3 months the rental rates per week will be active.

No	Description	Price / m ²
	SCAFFOLDING MATERIAL PORTION - Includes material, maintenance of material, transport	
	INDEPENDENT SCAFFOLDING -1.3M	
1	STANDARD WIDTH AND LONGER THAN 2.5M	
1,1	0-10 meter high	
1,2	11-20 meter high	
1,3	21-30 meter high	
1,4	31-50 meter high	
1,5	Material hires rates per week after one week m/d	
2	TOWERS PER RISING METER	

2,1	0-10 meter high	
2,2	11-20 meter high	
2,3	21-30 meter high	
2,4	31-50 meter high	
2,5	Material hires rates per week after one week m/d	
3	BIRD CAGE SCAFFOLDING	
3,1	0-10 meter high	
3,2	11-20 meter high	
3,3	21-30 meter high	
3,4	31-50 meter high	
3,5	Material hires rates per week after one week m/d	
4	BOARDED PLATFORMS	
4,1	0-10 meter high	
4,2	11-20 meter high	
4,3	21-30 meter high	
4,4	31-50 meter high	
4,5	Material hires rates per week after one week m/d	
	SCAFFOLDING LABOUR PORTION	
5	Schedule of day work rates-callouts / standby	Per Hour Normal
5,1	General Workers	
5,2	Scaffold fixers	
5,3	Scaffold erector	
5,4	Scaffold Team leader	
5,5	Inspector of Scaffold	
5,6	Professional Structural Engineer	
5,7	Call out minimum rate	
6	PRELIMINARY AND GENERAL	UOM
6,1	P&Gs - Includes management, administration, legal insurance management, transport, licenses, safety management etc	Year
	Site Establishment	Sum
	Site De Establishment	
	TOTAL OF P&Gs	

	COMPANY	
	Tender Value	

