

	Scope Of Work	Bulk Material Services
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1. Introduction

Eskom Rotek Industries (ERI), Bulk Material Services (BMS) was awarded a new Operating and Cleaning Services contract with Generation at Duvha Power Station. The area of responsibility of operations is on the Overland conveyors from the mine, On Terrace System (OTS), Over-staithe conveyors and Under-staithe conveyors.

1.1 Purpose

The purpose is to preserve the status of plant cleanliness and ensure availability and reliability through operating of the assets and maintaining good housekeeping standards.

1.1.1 Applicability

This document shall apply to the site with attached addendum.

This document shall be effective from the authorisation date.

2. Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs and additional site-specific ones.

2.1 Normative

1. ISO 9001 Quality Management Systems
2. OSHAS 1800 Safety Management Systems
3. Occupational Health and Safety Act and Regulations (85 of 1993)
4. 36-681_Generation Plant Safety Regulation
5. 240-62196227_Eskom Life Saving Rules
6. 32-95_Environmental, Occupational Health and safety Incident Management Procedure

2.2 Informative

1. Criminal Procedures Act 51 of 1977
2. National Road Traffic Act 93 of 1996
3. Labour Relations Act 66 of 1995
4. Basic Conditions of Employment Act 75 of 1997
5. National Key Point Act 102 of 1980

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2.3 Definitions

Description	Definition
Appointed Contractor	Means a contractor appointed by the principal contractor.
Appointed Person	A person who has been authorised in terms of 36-681_Generation Plant Safety Regulation to: (i) Determining appropriate and effective isolations for the anticipated work to be carried out safely. (ii) Ensuring that the isolation and de-isolation on the plant covered by a permit to work is effectively carried out taking health and safety precautions into account. (iii) Issuing of prepared permits once all the associated test certificates are available and the required risk assessments have been presented to the appointed person by the responsible person for review in terms of these regulations.
Baseline Risk Assessment	(32-520) Baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Cleaning Activity	Means the safe cleaning the outside of the plant by the disabling of mechanisms to inhibit starting of the plant during the cleaning process, which is done in accordance with formulated safe procedures.
Contractor (includes appointed contractor)	Means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Competent Person	(OHS Act) means any person having knowledge, training, experience, and qualifications, specific to work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995).
Danger/Dangerous	Means a condition/substance that constitutes a risk of personal injury, impairment of health, or death
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives remuneration or who works under the direction or supervision of an employer or any other person.
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her but excludes TES (ex. labour broker) as defined in section 1(1) of the Labour Relations Act.
Field / Plant Operator	Employee designated to conduct routine Plant inspections, Preventative Maintenance (PM) and (report) defect any breakdowns or abnormal Plant conditions
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.
Permit To Work	Means the printed form containing sections entitled application, permits to work, suspension, suspension revocation, clearance, revocation, and it is

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	used for the authorisation of all work to be carried out on the plant in terms of these regulations.
Plant	Means structure, machinery, low voltage electrical equipment or equipment which does not fall within the scope of the Operating Regulations for High-voltage Systems, and excludes, mobile, portable lifting equipment, domestic circuits, appliances and tools.
Responsible Person	Means a person who has been authorised in terms of these regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of 36-681_Generation Plant Safety Regulation
Safe/Safely/Safety	Means a condition not posing any danger, an activity that can be carried out without danger, or protection against danger.
Shall and Should	The word “shall” is to be understood as mandatory and “should” as recommended.
Skilled Person	Means a person who has been trained, has adequate knowledge for the task at hand and declared competent in writing.
Supervision/Supervise	Means to oversee the actions of a person(s) to such an extent as to prevent any dangerous act, as far as reasonably practicable. Such a supervisor must be trained in risk assessment techniques and be able to understand the dangers / hazards associated with the task and who has the authority to ensure that precautionary measures taken are implemented.
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 Abbreviations

Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
CSY	Coal Stock Yard
LAR	Limited Access Register
ERI	Eskom Rotek Industries
OHSACT	Occupational Health And Safety Act
OEM	Original Equipment Manufacturer
RP	Responsible Person
PPE	Personal Protective Equipment
PTW	Permit To Work

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Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
H&S Rep	Health and Safety Representative
RA	Risk Assessment
-	-

3. Supporting Clauses

3.1 Scope

The scope of work is the provision of Operating and Cleaning Services of the Overland, OTS and Staithes Conveyor Belt systems at Duvha Power Station Eskom Rotek Industries (ERI) Bulk Material Services (BMS) **for the duration of 9 months on an “as and when required basis”.**

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3.1.1 Sites generic scope

- The scope of work will include all Cleaning Services of the Overland, OTS and Staithes Conveyor Belt systems at Duvha Power Station.
- Coal Plant Operations of Overland coal conveyor system connecting the South plant of Seriti Mine and the staithes of Duvha Power Station
- Coal plant Operating of the On Terrace Stock-pile (OTS) conveyor system connecting the reclaim system and the staithes of Duvha Power Station.
- Coaling from staithes to mill bunkers through 9 A to 9F conveyor belts and mechanical lashing. (Complying to Duvha Power Station Coaling Procedure **Doc ID: OI025** and Wet Coal Procedure **Doc ID: OP010**)
- Use of lashing machine for mechanical lashing of staithes 1 and 2.
- The following documents are also applicable to this contract and need to be adhere to at all times.
 - Coal staithe mechanical lashing OI 022.
 - Manual lashing of bays in the coal staithe OP008.
 - Fire in the coal staithe OE 010.

3.1.2 Coal Plant Cleaning

3.2 General Cleaning

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- Conveyors are to be cleaned on a continuous basis on all fixed plant – conveyor structures and deck plates, conveyor drives, walkways, chutes, etc. to enable quick response preventing extended damage to equipment in case of failure or fouling.
- Cleaning of transfer chutes, scraper dribble chutes, leakages and spillages
- Plant cleaning inspections to be conducted and check sheets submitted to the Employer
- Raise defect notifications on SAP as and when required.

The *Contractor shall*:

- Clean the entire system.
- Conducts daily coal spillage inspections.
- Ensure cleaning as an ongoing exercise.

3.3 Drive houses/transfer houses

During operation, when coal is conveyed from one conveyor system to another system, coal dust settles on all structures inside the building. The *Contractor* must clean all the structures.

3.4 Conveyor belts

The *Contractor*, on a daily basis must clean all spilled coal collected underneath and alongside of the belts.

The *Contractor* liaises with the BECSA control room operator, notifying the *Supervisor*, prior to the cleaning of any area of any conveyor belt. Cleaning alongside of belts can be done during normal belt operating. Such cleaning is, however, done with the utmost precaution.

Cleaning under any conveyor belt, while in operation is not permitted. The *Contractor* obtains clearance from the BECSA control room operator and applies a Permit-to-Work before any such cleaning can take place.

Coal spilled outside the sheeted enclosure is not allowed to be thrown back onto the conveyor system. Such spillages are known as contaminated spillages and the *Contractor* carts the spilled coal away to the coal waste dumpsite, which the *Supervisor* will show to the *Contractor*.

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3.5 Pulleys

The Contractor:

- Inspects all pulley laggings and belts for any coal build-ups.
- Clean any build-ups that might occur between belt and pulley.

3.6 Idlers

The Contractor:

Inspects all idler rollers for any coal build-ups and clean if necessary.

3.7 Conveyor Structure

The Contractor:

- Cleans the structure for any coal build-ups as a result of spillages and accumulation.

3.8 Gearboxes

The Contractor:

- Cleans gearboxes for any coal build-ups that might occur.
- Ensures that the oil fill port cover is in place before cleaning commences.

3.9 Scrapers and Chutes

The Contractor:

- Cleans all scraper dribble chutes, and transfer chutes daily for any coal build-up.

3.10 Coal staithes and tripper cars

The Contractor, on a daily basis:

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- Cleans all tripper cars, surrounding areas and rails
- Cleans and removes foreign objects on top of grizzly bars.
- Cleans all walkways next to bunkers
- Cleans ground level spillages caused by over-filling and returns uncontaminated coal to the staithes via the stockpile reclaiming facility. Contaminated material is transported to the coal waste dumpsite at the Duvha ash dam as indicated by the *Supervisor*.

3.11 Cleaning of OTS System

- The *Contractor* cleans the entire reclaim conveyor system, conducts daily coal spillage inspections; cleaning is an on-going exercise.
- During operation, when coal is conveyed from one conveyor system to another system, coal dust settles on all structures inside the building. The *Contractor* cleans all these structures.
- The *Contractor*, on a daily basis cleans all spilled coal collected underneath and alongside the belts.
- Cleaning alongside belts can be done during normal belt operating. Such cleaning is, however, done with the utmost precaution.
- Cleaning under any conveyor belt, while in operation is not permitted. The *Contractor* applies a Permit-to-Work before any such cleaning can take place.
- Coal spilled outside the sheeted enclosure is not allowed to be thrown back onto the conveyor system. Such spillages are known as contaminated spillages and the *Contractor* carts the spilled coal away to the coal waste dumpsite, which the *Supervisor* will show to the *Contractor*.

EQUIPMENT TO BE CLEANED	METHODS	FREQUENCY	REMARKS
Light fittings	Dust and damp clean if required Avoid direct water jets	1 x monthly	
Pumps	Water wash and remove oil and grease, alternatively sweep and damp clean	1 x weekly	Take care when cleaning close to moving/rotating plant
Gearboxes	Sweep, remove oil and grease and coal build up manually. Avoid water jets	1 x weekly	Take care when cleaning moving/rotating plant
Gauges	Wipe clean	1 x weekly	
Drains	Manually clean, remove and discard all rubbish, material and rubble.	1 x weekly	

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Fire extinguishers, hydrants and hose reels	Dust and damp clean	1 x weekly	
Dust bins	Empty into local general waste skip	daily	
Dust bins	Wash and clean the bins with degreaser	weekly	

EQUIPMENT TO BE CLEANED	METHODS	FREQUENCY	REMARKS
Concrete elevated floors	Floor sweeping with occasional water wash where water is available.	daily	
Basement floor	Floor sweeping with occasional water wash where water is available.	daily	
Grated floors	Dust, and pick up all rubbish, rubble and discards	daily	
Pedestals	Water wash and scrub, alternatively dust, scrub and clean	1 x weekly	
Sumps	Inspect daily, report blocked sumps, drain and clean. If vacuum truck is required, load notification and ensure sump is cleaned.	Daily inspection	
Conveyors deck plates	Sweep, scrape-off coal deposits	daily	Take care when cleaning near moving / rotating plant
Floors including roads	Manually clean roads and floors by sweeping with occasional water wash and sweep.	daily	
Cable racks and trenches	Sweep, dust and remove rubbish	Monthly	
Storm water channels	Manually dig out, sweep, dust and remove rubbish	Monthly	

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Pipe racks	Dust and/or water wash where applicable	Monthly	Avoid splash on electric equipment
Concrete trenches	Manually dig, sweep, dust and remove rubbish	Monthly	
Trench grating	Pick up all rubbish, rubble, discard spares and clean	2 x weekly	
Structures, hangers and supports	Sweep and damp clean	1 x weekly	Wear safety belts where required
EQUIPMENT TO BE CLEANED	METHODS	FREQUENCY	REMARKS
Coal House walls, beams and structure	Sweep, dust , damp clean and scrub	1 x weekly	
Steel stairwells	Dust, sweep and pick up all rubbish, rubble discards	2 x weekly	
Hand rails	Dust and damp clean	daily	

3.1.4 Overland coal conveyor system

The overland coal conveyor system has been in operation since 1980. The overland coal conveyor system delivers between 650 kt/month and 800 kt/month to the *Employer*. The belt running times and coaling intervals are controlled by BECSA's control and operating methodology.

3.12 Control and operating methodology

All conveyors are controlled remotely the Eskom Operating Outside Plant control room, using a SCADA system. The Operating *Contractor* thus performs the remote control of the plant forming part of this contract. All the *Operating Contractor's* personnel, operating and cleaning are in constant 2-way radio (supplied by the *Contractor*) contact with the mine control room operator. All permits are issued and revoked with the approval of the Outside Plant and/or the *Operating contractor's* Appointed Person and *Maintenance contractor* liaison with mine control room operator.

3.13 Operating of conveyor belts and tripper cars

- The *Contractor* shall ensure all operators are suitably trained and competent to operate the tripper cars.

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- The contractor shall be in attendance at each tripper cars at all times when the relevant conveyor belt is in operation.
- When conveyor belts are not manned (i.e. not currently in operation or standby), it is locally isolated to prevent accidental startup.
- Tripper car manual brakes are always applied when the tripper car is not in use.
- Belts are stopped and started remotely by the control room operator at the mine. Belts may never be started if tripper cars are not manned. The possibility of a tripper car running away and causing serious damage to conveyors, tripper cars & building structure is evident. The tripper car operator must confirm his presence at the relevant tripper car with the mine control room operator prior to the belt being started.
- Tripper car operators direct coaling into the staithes by moving the tripper cars along the tracks as per the accepted method statement.
- Tripper car operators communicate with the control room operator to direct him/her to stop and start plant and rotate staithe operations.
- Tripper car operators ensure that overfilling of the staithes never occurs.

3.14 Routine operational inspections

- Conveyor lines are to be patrolled on a continuous basis, inspecting conveyors, drives, idlers, chutes, etc. to enable quick response preventing extended damage to equipment in case of failure or fouling.

3.15 Access control

The *Contractor* locks and controls access to:

- overland conveyor servitude fenced areas,
- Sub-station **Access** fenced areas and buildings shall be adhered to as per the Eskom PSR and ORHVS.

3.16 Communication requirements

- The *Contractor's* tripper car drivers are in constant radio communication with the mine control room operator.
- The *Contractor's* on-site supervisor is in constant radio communication with the mine control room operator and tripper car operators.
- The *Contractor* provides and maintains portable radios to Sereti Mine frequency and range specifications.
- The *Contractors* shall ensure that radios are maintained at all times for effectiveness

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3.17 2. OTS system

The OTS system has been in operation since 1990. The OTS system deliver between 700t/hr and 2 100 t/hr. to the *Employer*. The belt running times and coaling intervals are controlled by the Operating *Contractor* interfacing with the Coal Handling contractor responsible for the strategic stockpile, road transported coal and buffalo feeder.

3.18 Control and operating methodology

The OTS is controlled locally by the Operating *Contractor*, interfacing with the contractor responsible for the strategic stockpile and road transported coal.

The *Contractor* provides the operating and cleaning of the complete OTS system in such a manner to provide coal to Duvha Power Station continuously.

The *Contractor* directs all the coal to Staithe 1 or 2 via 6A/B or 8A/B conveyor.

The OTS system is operated and controlled as per the Titaco Strategic Coal Stockyard Manual which is available at the Duvha P/S library.

Conveyor lines are to be patrolled on a continuous basis while operating, inspecting conveyors, drives, idlers, chutes, etc. to enable quick response preventing extended damage to equipment in case of failure or fouling.

3.19 Operating and Control of Buffalo Feeders

The Buffalo feeder breakers are operated and maintained as per the Buffalo feeder breaker operating and maintenance manuals.

The feeder breakers are equipped with a no coal automatic stop. If the conveyor is stopped and the next load is tipped onto the feeder breaker, the feeder breaker is started manually.

Buffalo feeder breakers are patrolled on a continuous basis while operating, inspecting the feeder breaker's main components as indicated in the Buffalo feeder breaker operating and maintenance manuals to enable quick response preventing extended damage to equipment in case of failure or fouling.

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3.20 Maintenance methodology

The *Maintenance Contractor* in liaison with the *Supervisor*, *Operating Contractor* and the *Coal Handling contractor* responsible for the strategic stockpile and road transported coal plans the maintenance for the OTS system.

The reclaiming, shuttle and boom conveyor belts are available for operation at all times, except on maintenance days when they are scheduled for Duvha Power Station maintenance. The opportunity will exist for the line to be non-operational for planned, corrective maintenance or cleaning.

3.21 3. Staithes Management

At Duvha Power station there are two coal staithes, staithe 1 with a capacity of 55 000 tons of coal and staithe 2 with capacity of 110 000 tons of coal.

Coal staithes have the following conveyors

Staithe 1(bottom): Conveyor 9A & 9B

Staithe 1(top): Conveyor 6A & 6B

Staithe 2(bottom) : Conveyors 9C, 9D, 9E and 9F

Staithe 2 (top): Conveyors 8A & 8B

3.22 Control and operating methodology

The hang-ups is the solidified coal which stick together inside the coal storage known as the coal staithe, will require manual or mechanical lashing depending on its hardness.

Lashing is the process of breaking down the hang-ups of coal inside the coal staithes into particles that can easily flow.

There are two methods used to loosen the coal blockages, that is, the 14 ton excavator used inside the staithe (Mechanical lashing) and people using steel rods to poke coal underneath at the staithe by bays (Manual lashing).

The contractor is required to supply the services of **manual and mechanical lashing** in coal staithes when required according to high number of blocked bays inside the staithe. The manual lashing will be done by the people doing Coaling in the coal staithe at all times when required. The employer will provide the compact excavator that is used for mechanical lashing and the rigger to lift the lashing machine to the coal staithes. Where

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necessary, the *Employer* may request the *Contractor* to provide the compact excavator with the following requirements:

- 14-21 tons excavator • Front glass and the top of the driver's cabinet must have a safety guard.
- Extra four front lights to be fitted on the driver's cabinet as it will be working inside the staithe.
- The bucket fork should be replaced with a lip of 90cm and thickness of 20mm, the lip must be made of Bennox plate.
- Have an appointed and competent operator in terms of OHS Act Construction Regulations

The contractor is responsible for the inspection of the machine on a daily bases. Any damage of the machine done by the contractor, the contractor will be liable and responsible for fixing. The employer will provide diesel for the lashing machine.

The *Contractor* will provide all machine consumables such lubrication oil. The normal maintenance of the machine will be done by the Contractor as well. The contractor provides the complete cleaning for the 9A to 9F coal conveyors from their tail-ends all the way up to their transfer chutes (from tail ends to transfer chutes on an as and when required basis).

The floor area outside the coal staithes must also be cleaned at all times.

The contractor provides the local operating assistance to the Eskom Duvha Power Station Operating shift personnel on all the tripper cars underneath the coal staithes.

The remote control of these conveyors is done by Eskom personnel using the PLC system from the mimic panel which is not part of this contract.

The coaling in the coal staithe is controlled by the green and red robot system where green is an indication that the coal is needed in the unit's coal bunkers and the red light is an indication that the coal must be stopped.

Eskom Duvha Power Station ensures at all times when these belts are running with a green indication light there is always enough coal being coaled at all times with assistance from the contractor.

3.23 Maintenance methodology

The *Maintenance Contractor* in liaison with the *Supervisor*, *Operating Contractor* and the *Coal Handling contractor* responsible for the strategic stockpile and road transported coal plans the maintenance for the OTS system.

The two lines, A and B, are available for operation at all times, except on maintenance days when they are scheduled for Duvha Power Station & BECSA maintenance. The opportunity will exist for each line to be non-operational for planned, corrective maintenance or cleaning.

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3.2 PERFORMANCE SPECIFICATION

- The employees must be in a mental and physical healthy condition to be able to work an average of 12 hours per shifts for the Department.
- Working of overtime as per cleaning requirements when needed.
- Employees must be medically fit.
- Employees meet requirements of Eskom Security access, Police Clearance checks.
- Minimum educational requirement for General workers/ Cleaner is Grade 12.
- Minimum requirements for **Supervisors** are Grade 12 plus 3 years Cleaning experience

3.2.1 Working times

3.24 People restrictions, hours of work, conduct and records WORKING HOURS

All plant cleaning activities must be based to accommodate the Duvha Power Station working hours as follows:

3.25 Office hours for Day-shift workers

- Monday to Friday, 07h00 to 16h15
- Lunch Break 12h00 to 13h00

3.26 Shift workers

- Monday to Sunday, 24 hrs,
- 12 hour cycle shift
- Shift roster (A – D Shift) must be drawn up and agreed upon with the Service Manager before commencement of the contract

Working hours shall remain flexible to alteration, if required. No overtime will be paid if it was not approved by the Service Manager prior. The *Contractor* shall implement a stringent electronic time management process which requires less human intervention, e.g. fingerprint or facial scanning recorders used for access control and time and attendance systems, etc.

Employees are not allowed to go to the service manager but through the site manager. The service manager will not be involved in any employee/ employer disputes unless it affects remuneration that will obviously affects the physical works which end up affecting the coal supply to the station.

3.3 Roles and Responsibilities

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3.3.1 Cleaning Supervisor

- Conduct effective Shift Hand Over taking note of risks, planned activities, Temporary Operating Instruction (TOI), Out of Normal (OON), and Specific Instruction (SI).
- Conduct planning of activities on shift (deploy resources as necessitated by business needs).
- Routine Plant visit/walk to area of responsibility.
- Ensure Plant is safe to work on.
- Co-ordinate cleaning of Plant in accordance with laid down procedures and instructions.
- Ensure all duties are carried out as per instruction.
- Ensure good housekeeping in area of responsibility.
- Ensure that cleaning at Ash, Dust Handling and Coal plant are done as per procedure.
- Conduct Risk assessment before commencing any task.
- Attend toolbox talk and chair if needed.
- Ensure relevant PPE is issued as per risk assessment.
- Ensure work instructions, procedures and policies are followed at all times
- Conduct PTW (Permit to work), LARs (Limited access register), spot checks & PJO's (Planned Job Observations).
- Perform JO's on listed critical tasks in order to supervise operational activities and correct behaviour.
- Conduct job observations and (SMATS) as per business requirements.
- Report all quality and environmental issues.
- Strive for the best quality workmanship.
- Ensure that the Limited Access Register is used when needed.
- Promote safety, health, environment and quality at all times.
- Report any incidents, damaged or lost equipment.
- Enforce good housekeeping at all time.
- Compliance to life saving rules and HPC points.
- Carry out any other lawful instruction given out by the next line manager.
- Execute duties promptly and safely.
- Safeguard tools and safety equipment issued.
- Keep good relationship with all personnel.
- Be neat, self-sufficient and presentable.
- Must be able to work under pressure.
- Clean work area.
- Ensure good teamwork.
- Ensure good communication.
- Be available to assist and supervise other plants

3.3.2. General Worker/ Cleaner

- Report all defects on the plant to Cleaning Supervisor.

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- Receive/Check plant sheets from the Operators and sign them off
- To give correct and detail feedback to the Supervisor.
- Log all events in chronicle order
- Liaise and communicate with personnel
- Familiarize yourself with any changes in the day to day production
- Communicate clearly the status of plant with the Cleaning Supervisor
- Ensure that plant is only started and stopped on direct instruction of the Shift Supervisor
- Always ensure that SHEQ standards are met.
- Report any incidents, damaged or lost equipment
- Enforce good housekeeping at all times.
- Conduct Risk assessment before commencing any task
- Attend toolbox talk
- Ensure relevant PPE is used
- Ensure that work instructions, procedures and policies are followed at all times
- Strive for the best quality workmanship.
- Promote safety, health, environment and quality at all times.
- Coaling is done as per procedure.
- Ensure all coal chutes are inspected and cleaned
- Report any incidents, damaged or lost equipment
- Enforce good housekeeping at all time
- Compliance to life saving rules
- Be neat, self-sufficient and presentable
- Must be able to work under pressure
- Should be able to perform extra duties required from time to time
- Keep Site Supervisor informed on plant and task status on a daily basis.
- Be able to work in a team.
- To set an example to fellow workers.
- To take ownership of duties to be performed.

4.1.1 Required PPE (Specification to be supplied under SHEQ)

- Overalls-specific to activity
- Safety boots
- 3-point chin strap hard hat
- Gumboots
- Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs

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- Dust masks
- Cloth masks
- Respirators

4.1.2 Required Tools/Resources

- All Operation staff tools used in the trade for an individual competency. This is a minimum requirement for the contract in terms of skill requirement.
- Other tools and workshops to be provided by the employer in order for the contractor to execute the scope within quality, time and cost effective methodology.

4.1.3 Required Tools/Resources

- All Operation staff tools used in the trade for an individual competency. This is a minimum requirement for the contract in terms of skill requirement.
- **Other tools and workshops to be provided by the employer (ERI) in order for the contractor to execute the scope within quality, time and cost effective methodology.**

5. Management meetings

There will be a monthly meeting for the *Contractor* with the *Employer* held at the *Employer's* premises where contract issues will be discussed.

- Safety meeting (once a month / as and when required)
- Contractor's meetings (to be specified)
- Assessments meetings (end of the month on the 25th)
- Any other meetings relating to the *Contractor's* outputs or necessary for business continuity.
- Risk register meeting with the client.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or registers shall not be used for the purpose of identified in the *conditions of contract* to carry out such actions or instructions.

6. Contractor's management, supervision and key people

The *Contractor's* staff structure –The employer must approve any changes to the staff structure, and after the approval the contractor shall submit an updated staff structure.

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The *Contractor* shall provide a competent representative to be available on site during all normal working hours (Supervisor).

The *Contractor's* representative will be required to keep the time sheets which are required, signed at the end of each month.

NB: The *Contractor's* representative will assume the role of a supervisor or lead for this contract

7. Documentation control

The service provider shall submit all proof of time sheets and delivery note to the employer for assessment. Cleaning control sheets to be signed after each cleaning is completed. When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Rotek Industries SOC Ltd.

8. Invoicing and payment

Invoicing and payment turnaround time is 30 days. Assessments are to be conducted from the 26th of each month.

9. Contract change management

Task Order form to be used when work within the service is instructed to be carried out within a stated period of time. A task Order will be sent to the *Contractor* via an email. In the case of a compensation event, the *Contractor* must give the *Employer* an early warning and a quotation for the total costs, must be submitted electronically by the *Contractor* for that compensation event by email

10. Records of defined cost to be kept by the *Contractor*

All hours worked by the *Contractor* will be done so on approval by the *Employer*. Timesheets will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

11. Training workshops

- Any training required by the *Employer* will be provided e.g. Ethics, HIRA, etc. however any other training additional that the *Contractor* will need, the training costs will be for the *Contractor*. Training may not be conducted during working hours, unless permission is given by the *Employer*.
- The *Contractor* will be trained during the Job Specification Induction training that will be provided by the *Employer* at the beginning of the contract. The *Contractor* may also be trained during Work Stoppages and also any other training as per employer's requirements.
- The following trainings are **mandatory** for the Supervisor and Team leaders. The cost will be for the *employer*:

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- Safety, Health and Environment Representative (SHE Rep.)
- Applying SHE Principles and Procedure
- Hazard Identification and Response
- First Aid level 1
- Plant Safety Regulations **(each employee will be given 2 chances to pass/complete this training failure to which will lead to termination of services/contract for the affected employees)**

12. Health, Safety, Environment and Quality assurance

12.1 Health and safety risk management

The Contractor shall at all times comply with the health and safety requirements prescribed by law as they may apply to the services.

The Contractor shall, when coming on site abide by the Lifesaving Rules and COVID-19 safety requirements at all times. These will be provided by the Employer on the start of the contract. The Contractor shall also abide by Safety, Health and Environmental Specifications for Contractors Procedure, which will also be provided by the Employer.

The Employer follows an accident/ incident prevention policy that includes the investigation of all accidents/ incidents involving personnel and property. This is done with the intention of introducing control measures to prevent recurrence of the same incidents. The Contractor is expected to fully co-operate to achieve this objective. Refer to 32-95_Environmental, Occupational Health and safety Incident Management Procedure

The Contractor will be subject to periodic audits by the Employer in order to ensure compliance with the plan. Any deviations will be corrected to the Employer's satisfaction.

The Project Manager has the right to stop the Contractor's work activities which, in the opinion of the Project Manager, is un-safe. The Contractor may only continue with work activities when all safety deficiencies have been corrected to the Service Manager's satisfaction. The Contractor shall have no claim against the Employer in respect of delay due to the above.

12.2 Environmental constraints and management

The Contractor shall comply with ERI management system. This includes the identification, collection, storage, transportation and disposal of waste. Hazardous waste shall be disposed of in line with the applicable environmental legislation. It is important to note that all spillages must be cleaned immediately and reported to the project manager as soon as possible. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.

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NB: In cases of inclement weather, the Project Manager will assess the risk of continuing with the works. When it is unsafe to continue, the Project Manager will stop the works and payment will be per the work covered in this instance.

12.3 Quality assurance requirements

The *Contractor* implements a quality system and maintains the quality system until the completion of the whole of the *works*. The system, will as a minimum, comply with the provisions of the ISO9001 series. The system will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work on site. The *Contractor* will be subject to self-assessments by the *Employer* in order to ensure compliance with the system. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of *Project Manager*, does not meet the requirements of the system and will have a detrimental effect on plant performance. The *Contractor* may only continue with work activities when all deficiencies have been corrected to the *Project Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

The *Contractor* ensures that all plant and materials for the *works* are to the standard and quality accepted by the *Employer* and ensures that they are suitable for the purpose intended by the manufacturer.

The *Contractor* will work according to the *Employer's* standards, specifications, guidelines and procedures. Where no standards, specifications, guidelines and procedures are available, the *Contractor* will work according to the Generation Quality manual and professional guidelines. Where possible, standards will be reflected in the Task Order.

The employer shall evaluate, control and monitor the performance and effectiveness of the Contractor

13. People

Eskom Holdings Limited's requirements regarding employment of unskilled or semi-skilled workers are as follows:

ERI requires that during recruitment of unskilled or semi-skilled labour, a contractor should make every effort to employ minimum target of 100 % suitable candidates from all disciplines from the local community and will only resort to other avenues if the local community cannot provide the required resources.

The contractor will be required to pay rates as per the Metal and Engineering Industries Bargaining Council (MEIBC). The rates can be found on the MEIBC website

14. Correction of defects

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If there is part of work that the *Employer* is not happy with, this will be indicated to the *Contractor* and will have to be rectified by the *Contractor* immediately where reasonably possible or within 5 working days after the defect was reported.

15. Plant & Materials provided by the Employer

- a. Water and Electricity
- b. Lighting and Ventilation
- c. Ablution facilities
- d. Sitting facilities
- e. Kitchen facilities
- f. All required tools
- g. Specialised PPE

NB: The Contractor will be responsible for their meals and own accommodation

16. Working on the Affected Property

Under no circumstances will the *Contractor* do the work without proper PPE. The Supervisor on the *Contractor's* side will make it his duty to make sure that this is properly addressed.

16.1 Employer's site entry and security control, permits, and site regulations

The Contractor's access to site shall be in line with the Site access procedure.

The Contractor shall be required to make an application for his employees to enter site for the duration of the contract, including defects period. The permits shall only be issued once the Contractor's employees have attended the safety induction training and have undergone medical checks. The safety induction will be for the Employer's account.

The medical checks will be for the Contractor's account.

All contractor employee shall provide a criminal record check prior to security allowing access to the station. The cost of this is for the contractors account.

16.3 Documentation control

The service provider shall submit all proof of purchase, time sheets and delivery note to the employer for assessment. Cleaning control sheets to be signed after each cleaning is completed (in respect of the COVID 19 pandemic)

CONTROLLED DISCLOSURE

16.4 Invoicing and payment

Invoicing and payment turnaround time is 30 days. Assessments are to be conducted from the 26th of each month.

16.5 Contract change management

Task Order form to be used when work within the service is instructed to be carried out within a stated period of time. A task Order will be sent to the *Contractor* via an email. In the case of a compensation event, the *Contractor* must give the *Employer* an early warning and a quotation for the total costs, must be submitted electronically by the *Contractor* for that compensation event by email

16.6 Records of defined cost to be kept by the *Contractor*

All hours worked by the *Contractor* will be done so on approval by the *Employer*. Timesheets will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

17. Training workshops

- Any training required by the *Employer* will be provided e.g. Ethics, HIRA, etc however any other training additional that the *Contractor* will need, the training costs will be for the *Contractor*. Training may not be conducted during working hours, unless permission is given by the *Employer*.
- The *Contractor* will be trained during the Job Specification Induction training that will be provided by the *Employer* at the beginning of the contract. The *Contractor* may also be trained during Work Stoppages and also any other training as per employer's requirements.
- The following training is necessary for the Supervisor and Team leaders. The cost will be for the *Contractor*:
 - Safety, Health and Environment Representative (SHE Rep.)
 - Applying SHE Principles and Procedure
 - Hazard Identification and Response
 - First Aid level 1

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18. List of drawings

N/A

19. Acceptance

This document has been seen and accepted by:

Name	Designation
Lethabo Mahlake	HOD Coal Ops 5

10. Revisions

Date	Rev.	Compiler	Remarks

8. Development Team

The following people were involved in the development of this document:

Neil Brealey

Wayne Oranmore-Brown

9. Acknowledgements

None

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