	Scope of Work	Lethabo Power Station
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Title: **CONTRACT FOR THE STRIP, ASSESS AND REPAIR OF ALL ROTORK AND SIEMENS AT LETHABO POWER STATION FOR A 5 YEAR PERIOD**

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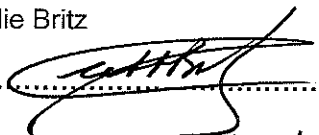
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1. Introduction

Lethabo Power Station utilises Rotork and Siemens Actuators on its plant to drive open and close valves for controlling the operation of the plant.

2. Problem Statement

Rotork and Siemens Actuators and associated actuator equipment needs to be maintained for optimum operation on essential and non-essential plant. A 5 Year Contract is therefore concluded with the Successful Bidder for Strip, assess and repair of such equipment

3. Scope of Work

The contractor will be responsible for the following as per Contract

- **A) Strip, assess, overhaul and repair of all Rotork and Siemens actuators at Lethabo**
(The maintenance and refurbishment of actuators for Lethabo units 1-6 and outside/ash plant. the contractor will carry out the full maintenance, repair and service of all Rotork and Siemens type actuators listed during outages, normal maintenance and when required on site. Only spares from the OEM must be utilised. Where alternative spares are required permission from the employer should be obtained.)
- **B) Rendering a OEM approved Training service for Lethabo personnel on Rotork and Siemens Actuators.**
- C) To provide a specialized Maintenance and Technical backup service on an as and when**
 - required base as per scope of work for electrical and instrumentation maintenance (on site repairs) including the Lethabo Test rig
 - **D) To provide technical personnel on a 24 hrs bases for installation and commissioning of Rotork and Siemens actuators during outages and as and when required on site .**

This will be done by the following Scope of Work

SCOPE OF WORK

A) THE SCOPE OF WORK WILL COVER THREE OPTIONS FOR THE: Strip, assess overhaul and repair of all Rotork and Siemens actuators at Lethabo

OPTION NO. 1 COMPLETE OVERHAUL

- DO A PRE SHUTDOWN INSPECTION AS PER OPTION NO. 2
- DO DIRECTIONS CHECK BEFORE REMOVAL.
- ROVE ACTUATOR, KEEP ALL NUTS AND BOLTS SEPARATELY MARKED AND SAFE FOR FUTURE USE.
- WHEN ACTUATOR BIGGER THAN 14.2 IS TO BE LIFTED, THIS WILL BE DONE BY TWO PERSONS OR MORE.

- TRANSPORT ACTUATORS TO WORKSHOP.
- STEAM CLEAN AND DEGREASE EXTERNALLY.
- REMOVE COVER ALL COVERS.
- TEST RUN ACTUATOR ON TEST BENCH AND RECORD ANY DEFECTS.
- REMOVE AND STRIP ACTUATOR.
- CHECK ALL INTERNALS.
- MARK WORN AND BROKEN PARTS.
- CLEAN ALL PARTS AND REMOVE ANY DEPOSITS.
- REPLACE ALL PARTS WHERE NECESSARY. (OBTAIN APPROVAL FROM EMPLOYER WITH HOLD POINTS)
- RE- ASSEMBLES THE ACTUATOR.
- FILL WITH LUBRICANTS.
- TEST RUN ACTUATOR AND DO A TORQUE CHECK.
- ISSUE A TEST CERTIFICATE.
- RE-SPRAY ACTUATOR WITH RECOMMENDED COLOUR.
- TRANSPORT TO SITE.
- FIT AND ASSIST WITH RE-COMMISSIONING IF REQUIRED.

OPTION NO. 2 PRE SHUTDOWN INSPECTION (IN SITU)

- INSPECT ACTUATORS BEFORE REMOVE FROM PLANT FOR ANY MISSING PARTS, BREAKAGES AND OIL LEAKS.
- IDENTIFY ACTUATOR BY TAGGING AND HARD STAMP.
- REMOVE COVERS AND CHECK ALL CONNECTIONS AND PARTS FOR DEFECTS.
- CONFIRM THE TYPE OF SERVICE REQUIRED ON THE ACTUATOR.

OPTION NO. 3 ON SITE SERVICE

- DO A PRE SHUTDOWN INSPECTION AS PER OPTION NO. 2
- REMOVE ACTUATOR WITH PERMISSION AND A PERMIT TO WORK.
- WHEN ACTUATOR BIGGER THAN 14.2 IS TO BE LIFTED, THIS WILL BE DONE BY TWO PERSONS OR MORE
- REPAIR ACTUATOR IN ELECTRICAL MAINTENANCE WORKSHOP ACCORDING TO THE REQUIRE SCOPE OF WORK.
- REPLACE ACTUATOR ON PLANT AND ASSIST WITH RE-COMMISSIONING.

Activity Schedule

The activity schedule below shall be used in conjunction with the works information and drawings.

The activities in the schedule below are just principal group activities. The *Contractor* shall compile the activity schedule from the *works* information, standards and drawings issued by the *Employer*.

The *Contractor* shall give a breakdown of the cost submitted.

B) Rendering a Training service for Lethabo personnel on Siemens and Rotork Actuators

Should the need arise for people to be trained in a training course for basic maintenance and first line fault finding on Siemens and Rotork Actuators, the price should be quoted per delegate including all learning material excluding accommodation and traveling. This training will be held at the Suppliers premises for access to the training equipment.

All courses will be of a high standard accompanied by an official certificate of attendance.

The same procedure for quote will be applied should it be necessary to provide training at the Customer's premises. Traveling of the Instructor/Technician must be quoted on a separate line.

C) To provide a specialized Maintenance and Technical backup service on an as and when required base as per scope of work for electrical and instrumentation maintenance (on site repairs) including the Lethabo Test rig

The Supplier will be expected to have a standby service 24/7 available for assistance to Lethabo on Siemens and Rotork type equipment. (electrical & Control and Instrumentation)

The Supplier must quote on a call out charge per hour @ normal working time and After-hours time. Traveling and standing times will be charged. All spares used for the repairs to the equipment will be charged as per contract prices for spares stipulated in the price list.

During Outages the Supplier will be requested to have a person available to assist with commissioning and light up of the Unit.

D) To provide technical personnel on a 24 hrs bases for installation and commissioning of Rotork and Siemens actuators as and when required on site

The Supplier will be expected to have technical personnel available to Lethabo for assistance on installing Rotork and Siemens type equipment. (electrical & Control and Instrumentation). All necessary labour for installation work, wiring on the equipment itself, stroke checking, commissioning. Spares are included and will be charged as per contract prices for the various items separately.

Under normal conditions this work will be pre planned and arranged for by both parties. Due to the urgency of some plants under breakdown situations it will be expected from the Supplier to make his standby personnel available for assistance in such cases.

During Outages the Supplier will be requested to have a person available on Lethabo site to assist with commissioning and light up of the Unit.

All charges will be as per schedule for call out, normal and after hour's rates including traveling and possible standing time.

Mandatory work

- Collection from Lethabo power station.
- Removing of actuator from the plant.
- Disassembly
- Cleaning
- Mechanical and electrical component inspection/assessment (Issue SOW)
- Assembly
- Final inspection and testing
- Painting
- Delivery to Lethabo power station

Mandatory replacements

- Swing lever only for point 1 version
- Seals where applicable
- Grease in actuator
- All broken parts

Initial cleaning

- Actuators shall be solvent or abrasive blast cleaned, prior to disassembly. Care shall be exercised to ensure that the machine faces are not damaged.

Actuator disassembly

- Actuators shall be disassembled in accordance with the requirements of the OEM's manuals.
- Cleaning prior to inspection/assessment
- All scale, rust, paint and old protective coatings shall be removed by solvent or abrasive blasting.
- Machined surfaces and areas vulnerable to damage shall be protected prior to abrasive blasting.

Drilled and tapped holes

- Defective drilled and tapped holes shall be plug welded and reworked to the OEM requirements.
- Defective drilled and tapped holes may be enlarged to the next largest hole diameter provided the practice is not detrimental to the operation of the actuator.

Casings and housings

- Casing and housing sizes shall be checked for visible damage.
- Casings and housings, which are worn outside the OEM specification requirements, shall be replaced with new components.

Electrical

- On all newly electrical parts and motors replaced by new units a Repairer guarantee will be given.
- Should a motor be opted by the employer to be rewind, such a motor will be repaired outside the contract with no guarantee by the Actuator repairer on said motor.
- Cable insulation should be tested between all conductors.
- The resistance shall not be less than 50M ohm at 1000V when tested between conductors and earth.
- Where use is made of threaded holes, the bolt or stud shall enter the thread for at least 80% of the length of the threaded hole with the locking washer in position.

Output shafts

- Output shafts, (A.D, rising spindle ext) shall be checked for wear or damage and if found to be worn or damaged shall be replaced.

Lifting bracket

- Lifting bracket should be fitted to all actuators if possible for lifting purposes.
- These actuators will be lifted by two or more persons for safety purposes of the personnel.

Painting

All exposed metal areas shall be painted to OEM paint specifications

Test and inspection methods

- A prior test will commence to see if unit are functional
- Torque test will be done on all units, and torque must be in range of OEM specification
- Feedback, limits, thermal etc. will be tested to OEM standards
- A test certificate will be given upon delivering units

Constraints on how the Contractor Provides the Works

1. The Supplier will be responsible for the transport of the actuators from site to the Suppliers workshop and from the Suppliers workshop back to site. The Supplier will take full responsibility for the equipment while it is loaded on the transport vehicle and while being transported. It is the responsibility of the Supplier to ensure that the actuators are properly secured to the transport vehicle. Any damages to the equipment while it is loaded/transported on the transport vehicle are for the account of the Supplier.

2. The supplier will first quote Lethabo for the repairs to any actuator/motors before any work will commence.
3. The Supplier is only allowed to repair an actuator should the total repair cost be less than 60% of the cost of a new component to replacing this component. The Lethabo Contract Supervisor must be informed of this and will then have the component scrapped. If the Supplier repair an actuator and the cost accumulates to an amount more than what it would have been to replace the component the Employer would only pay for the replacement cost.
4. Strip and assessment reports with Scope of Work (SOW) for normal repair quotation be issued to Lethabo ASAP within Two (2) days.
5. Contractors should have capacity to execute SOW during breakdowns and outages.
6. Normal response time to be within 24 Hrs when called for normal collecting of actuators and site work to be performed.
7. Normal repair time to be within 5 working days after receiving the task order (including the 2 days for strip and quote).
8. Breakdown response time to be within 2Hrs when call for urgent collection of actuators and site work to be performed.
9. Breakdown repair time for any actuator on emergency will not exceed 2 days (48 hrs) after receipt of official order.
10. Urgent repair time for any actuator for overhauling will not exceed 3 days (72 hrs) after receipt of official order, unless agreed otherwise with the Contract Manager.
11. Supplier will be required to comply with Outage turn-around times where repair of Actuators will be required (which will be communicated at the time an Outage SOW (SCOPE OF WORK) is confirmed for execution).
12. A standby service will be available 24Hr/day (24/7) per day for any work covered through the contract.
13. On Units returning to service, a technician shall be available on site for assistance
14. Operating conditions must be approved by the Supplier.
15. All operational instructions must be adhered to – including routine maintenance.
16. All safety equipment and protection systems must be always connected and in operation.
17. Only technical staff authorized by the Supplier will be allowed to strip, remove and/or work on any defective parts of the actuator during the guarantee period.
18. If a failure occurs during the guarantee period, the Supplier must be informed immediately, and a technical representative must be on site within 12 hours to assess the cause of failure.

Replacement of components which are beyond repair shall be in accordance with the requirements of the OEM unless otherwise approved. A quotation should be sent to the Employer's Representative for approval before parts can be replaced

Risk assessment

- Conducting job safety assessments to identify and mitigate risks.

Safety compliance

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

The contractor must adhere to all local, national, and plant-specific safety regulations, including but not limited to, ISO 9001, and plant safety regulation procedures and ORHVS

The contractor will submit a detailed safety file and a job safety assessment (JSA) for all maintenance tasks.

4. Technical Evaluation Criteria

See attached Criteria