Eskom National Transmission Company South Africa ™	**Specifications**	**NTCSA/Asset Management/ Transmission Real Estate**

Title: **Provision of Waste Management for a period of 60 months at Simmerpan Complex, Apollo, Hume, VLI, Tower Testing, Zwavelpoort in Gauteng**

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1. INTRODUCTION

This Scope of Work (SoW) sets out the minimum requirements, standards, and performance expectations for delivering comprehensive, all-inclusive provision of Waste Management Services at Simmerpan Complex, Apollo, Hume, VLI, Tower Testing, Bernina Houses and Zwavelpoort in Gauteng area.

The primary objective is to ensure all NTCSA buildings are:

- To ensure proper waste management within NTCSA,
- Promote waste minimization and recycling
- Ensure full compliance with OHS regulations, NEMWA 59 of 2008 and NEMA 107 of 1998
- Meet all environmental legislation requirements across national, provincial, and local levels.
- Maintain a clean, professional, and aesthetically pleasing environment aligned with NTCSA's operational standards and public image.

2. SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

The purpose of this contract is to establish Waste Management Services to maintain NTCSA sites, and to ensure compliance with legal and other requirements.

2.1.2 Applicability

This document shall apply throughout National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30.

2.1.3 Effective date

The effective date of this document is as per the date and signature of the functional manager as indicated on the cover page of this document.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

[1] ISO 9001 Quality Management Systems

[2] 34-1168 Colour coding, symbolic safety signs and demarcation.

[3] 32-37 Eskom Substance Abuse Procedure.

[4] 32-418 Working at Heights Procedure.

[5] 240-62946386 Eskom Vehicle and Driver Safety Management Procedure.

[6] 32-726 S. H.E. Requirements for the Eskom Commercial Process.

[7] SANS 10400 Application of the National Building Regulations

[8] ISO 41001 Facility Management Systems

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[9] ISO 14001 Environmental Management Systems

[10] ISO 45001 Occupational Health and Safety Management Systems

[11] 240-62196227 Eskom Life Saving Rules Standards.

[12] Applicable Municipal Waste Management By-laws and Waste Collection By-laws for municipalities in which the services are rendered.

2.2.2 Informative

[13] Act 85 of 1993 Occupational Health and Safety Act & Regulations.

[14] Act 59 of 2008 National Environmental Management Waste Act

[15] Act 107 of 1998 National Environmental Management Act

[16] Act 102 of 1980 National Key Points

2.3 Definitions

2.3.1 Ad hoc: The meeting was arranged for one reason.

2.3.2 Contractor: Service provider contracted for supplying specific services to National Transmission Real Estate.

2.3.3 Employer: NTCSA Real Estate.

2.4 Abbreviations

Abbreviation	Explanation
COC	Certificate of Compliance
ISO	International Standards Organization
NTCSA	National Transmission Company South Africa
PPE	Personal Protective Equipment.
Qty	Quantity
SANS	South African National Standards
SHEQ	Safety Health Environment and Quality
SoW	Scope of work
TRE	Transmission Real Estate
VLI	Victoria Lake Inn
WI	Work Instruction

2.5 Roles and Responsibilities

The Contractor shall ensure that:

2.5.1 The Employees of the service provider shall comply with NTCSA policies, procedures and site regulations.

2.5.2 Provide all supervision, training, labour, equipment, tools, consumables and materials required to deliver the services.

a) Workmanship shall, at all times, be of a grade accepted as the best practice of the particular trade involved and as stipulated in written standards of recognised organisation or institutions of the respective trades, except as exceeded or

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qualified by the specifications. The *Employer* shall determine the acceptability of workmanship.

b) The *Contractor* shall provide a complete Quality Assurance plan in accordance with the requirements of the ISO 9001:2015 to the *Employer* for approval. This plan must ensure an integrated quality service as part of the contract. Execution of all quality related activities, including inspection and test plans compilation and execution, spares material quality inspections and all quality related record keeping is part of the Contractor's scope of work.

c) Ensure full compliance with the terms and conditions of the contract.

d) The *Contractor* shall comply with Occupational health and Safety Act of 85 of 1993 and its Regulations

e) The *Contractor* shall comply with all applicable environmental legislation – national, provincial and bylaws.

f) Attend scheduled coordination meetings and submit required reports (daily, weekly, monthly).

2.6 Provision of start uniform/PPE and other

2.6.1 The Contractor shall be responsible for the provision, management, and maintenance of all required Risk based and seasonal Personal Protective Equipment (PPE), uniforms, and related items for all personnel performing services under this contract.

2.6.2 The Contractor shall:

a) Supply staff with PPE or uniforms/gear that is SABS approved i.e., headgear, goggles, reflective vest safety boots and zaq1gloves, dust mask and including winter personal protective equipment (appropriate to their tasks and functions) as according to the risk exposure identified in the Risk Assessment whilst on duty.

b) Ensure uniforms are of good quality and have company logo printed.

c) Ensure that any worn-out PPE is replaced with new one.

d) Provide a minimum of 2 sets of normal PPE per year and seasonal PPE.

e) Ensure that all staff members on duty are neatly dressed, presentable and hygienic

f) Maintain PPE inspection records and make them available for audit by the Employer.

2.6.3 Provision of Transport

a) The Contractor shall be responsible for providing suitable transport for its employees in accordance with.

b) Eskom Vehicle Safety Specifications (32-345) and applicable South African road legislation.

c) The Contractor shall provide all necessary transport for the movement of personnel, tools, equipment, and materials required for the execution of the Service.

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d) Such transport shall comply with all applicable safety, licensing, and roadworthiness requirements.
e) Such transport shall comply with all applicable South African waste information system
f) The transport shall be used for, but not limited to:
   i) Removal of waste from NTCSA sites to land fill sites and waste treatment facilities.
   ii) Movement of equipment, tools, and materials around the site.
   iii) Transporting Contractor's personnel between work locations within the facility or site boundaries.
   iv) Delivery and removal of materials to and from designated work areas.
   v) Emergency response movements when required.
g) All vehicles must be roadworthy, licensed, insured and fitted with seatbelts for all occupants.
h) Drivers must hold valid and appropriate licenses, be competent, and follow all site rules and traffic management plans.
i) The Employer reserves the right to inspect Contractor vehicles at any time to verify compliance. Non-compliance may result in removal from site or contractual penalties.

2.7 Related/Supporting Documents

None.

3. REQUIREMENTS

3.1 Adherence to Eskom Generic Policies

All *Contractor* Employees shall comply with the non-use of cell phones in restricted areas, adherence to Eskom's life-saving rules, no smoking policy etc.

3.1.1 Provision of Manpower

a) The Contractor shall provide suitably qualified, competent, and experienced personnel to conduct all waste management services as stipulated in this contract. All workforces shall be provided in accordance with South African labour laws, occupational health and safety regulations, and relevant statutory requirements.
b) The successful contractor shall utilize/provide skilled and suitably qualified staff as governed by Eskom Waste Management Contracts User Specification Requirements and should conform to: -
   i) Quality Management Control and Assurance as per ISO Standards.
   ii) No. 9 32-726 Contract and Contractor Occupational Health and Safety Standard
   iii) Occupational Health and Safety Act 85/1993 and (SHE) Standards.
   iv) Have valid medical fitness certificate.

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v) The contractor shall supply provision of all necessary general labour, supervisor with relevant training to perform the work.

vi) All sorters and the Supervisor will be available on site on a full-time basis.

vii) Safety Officer, Responsible Manager and Truck drivers will be on site as and when required.

viii) Contractor to develop a waste management plan that will be approved by the Employer.

ix) The Contractor shall be required to submit a weekly rooster for weekend or public holiday work to the Service Manager for approval.

x) The Contractor shall also provide necessary training of all the staff appointed to ensure conformity with the scope of work.

3.1.3 Resources Requirements.

The Contractor shall provide the following human resources to fulfil the obligations of this contract. All resources must be suitably qualified, trade-tested (where applicable), and competent to perform their duties in line with the Scope of Work:

Table 1: Resource Requirements

Role/Position	Responsibilities	Minimum Qualification/Requirement
Site Supervisor	Supervises work and ensures compliance	Matric / Grade 12, Supervisory Training Certificate, HIRA, Legal Liability, Incident investigation, minimum 3 years' experience
Sorters	Sort waste into different categories	Waste Management Training, First Aider Level 2, Hazardous handling training.
Driver	Transporting of Waste	Valid Driver's License, PDP, Truck Operator Training, Hazardous handling training
SHEQ Officer	Conducts safety inspections, audits, risk assessments, and ensures legal compliance.	National Diploma in Safety Management/ Environmental Health/SAMTRAC full course, Environmental Law training, ISO 9001 implementation, minimum 2 years' experience.

3.2 Manpower Requirements for different site labour

3.2.1 Requirements

a) Conduct criminal and site clearance check (before offer of employment)

b) Conduct training, testing, and verifying key personnel qualifications and competence.

3.2.2 Contractor's Management, Meetings and Key People

a) The Contractor shall be required to do safety induction and NTCSA SHEQ induction prior to start any work on site.

b) Other contract related meetings shall be communicated to the Contractor on arrival to site.

3.2.3 Management Reporting and Process for Monitoring

The Employer will establish a sound contract management principle.

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3.2.4 General Requirements

a) The *Contractor* shall immediately report all injuries and ill health to the Service Manager as well as any threat to SHEQ immediately.

b) The *Contractor* shall provide to the Service Manager a monthly progress report that speaks to the works program, all delays shall be explained to the Service Manager.

c) The *Contractor's* performance evaluation shall be done during ad hoc monitoring between the Contractor and the Employer/ Service Manager during the contract period.

d) The *Contractor* shall conduct task as described in the scope of work and will only report to the Employers contract manager appointed for this project.

e) The *Contactor* shall comply to the issued SHEQ Specification and NTCSA/Eskom relevant policies and procedures.

3.2.5 Monthly reporting Report:

a) Waste Manifest

b) Disposal Certificate

c) Waste control register

d) Man hours & Time Sheets

e) Site -specific performance trends

f) Non-conformance incidents and resolution

g) Safety observations and incidents

h) Contractors internal audit finding (Status)

3.2.6 Compliance Records

a) Waste Transporter Certification-Annually

b) Landfill site and/or waste treatment facility Environmental Authorisations and other permits.

c) Landfill site and/or waste treatment facility SAWIS and/or GWIS registration.

d) Letter from the Municipality permitting operation within their jurisdiction.

3.2.7 Applicable Scope of Work

The scope includes, but is not limited to the following area

3.2.8 Provision of Labour, equipment, plant and supervisor for the waste management services.

a) Provision of waste disposal certificates where applicable

b) Collection and disposal of solid waste (building rubble).

c) Emptying and disposal of fat-trap waste.

d) Composting of garden waste material.

e) Collection and disposal of general waste, steel, metal waste battery waste and hazardous / chemical waste

f) Provide oil spillage clean up and rehabilitation of contaminated area

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Table 2: Oil Spillage Kit Requirements

Qty	Description
x1(One)	130L (Hundred and Thirty) Oil Spill Kit
x1 (One)	130L wheelie bin with a colour-coded label
x1 (One)	130L Green Wheelie Bin
x10(Ten)	Pads 40cm x 50cm
x1(One)	Sock 4m X 80mm
x1(One)	Cushion 40cm x 40cm
x1(One)	15kg SDSORB
x3 (Three)	HD waste bags/ties
x1(One)	Goggles/gloves
x1(One)	Broom
x1(One)	Plastic shovel

Table 3: Chemical Spillage Kit Requirements

Qty	Description
x1(One)	wheelie bin with a color-coded label-
x1 (One)	130L Red Wheelie Bin
x10(Ten)	Pads 40cm x 50cm
x1 (One)	Sock 4m X 80mm
x1(One)	Cushion 40cm x 40cm
x1(One)	10kg Vermiculite
x3 (Three)	HD waste bags/ties
x1(One)	Goggles/gloves
x1(One)	Broom
x1(One)	Plastic shovel

g) Collection and disposal of contaminated soil- measure in cubes.
h) Collection and disposal of aircons -collected with non-compactable 6m3 skip.
i) Collection and disposal of toxic water measures in litter Collection and disposal of fluorescent tubes waste.
j) Collection and disposal of electronic waste.
k) Collection and testing the samples for Asbestos confirmation material.
l) Supply of color-coded recycling Wheelie Bins.
m) Provide parking mounted bins with lids-15 litter plastic bin.
n) Supply of garden refuse bags and normal refuse bags (black bags).
o) Supply of sorting racks / bags.
p) Supply of color-coding bins for recyclable and unrecyclable waste.
q) Labelling of recyclable bins and skips.
r) Provide compactable skip bins with lids.
s) Provide non-compactable skip bins with lids-6m3.

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t) Supply of office colour coding recycling bins. (suitable for inside the office)- 4 set Recycle bin with lid Plastic 21L (labelled).
u) Supply and service (clean) the drums for the hazardous / chemical waste.
v) Recycling paper waste boxes from Offices.
w) Collection and recycling of shredded paper waste from the offices.
x) Daily waste sorting / segregation at the waste area
y) Sorting tables -300x 1m
z) Office bins- 10 Liters Mesh steel desk range waste bin square black

3.2.9 Placing, removal and disposal of steel waste skips.

a) Skip Size: Skips come in various sizes, typically ranging from 2m³ to 28m³, allowing accommodation of both small-scale and large industrial steel waste.
b) Safe Placement: Ensure the skip is positioned on stable, accessible ground, and check local bylaws for permits if placing on public property.
c) Collection & Disposal: Schedule timely pickup to avoid site clutter. Choose providers that ensure environmentally responsible disposal and recycling of steel waste

3.2.10 Provide oil spillage cleaning services where required

a) Ensure quick action when an oil spill occurs. Begin with a site assessment to evaluate the scale, type of spill, location, and potential environmental hazards.
b) Establish safety perimeters to protect people, property, and surrounding environments, especially near water bodies or sensitive areas.

3.2.11 Containment Techniques

a) Contain the spill using booms, absorbent pads, or barriers to prevent further spreading, particularly on waterways or paved areas.
b) This includes using oil booms, oil pillows, or natural fibre absorbents for effective containment

3.2.12 Cleaning waste skip sites.

Cleaning waste skip sites contaminated with oil requires a multi-disciplinary, safety-first approach, combining mechanical, chemical, and biological strategies. The following protocol synthesizes best practices from industrial hazardous spill management:

3.2.13 Immediate Safety and Containment

a) Restrict access: Establish safety perimeter to prevent accidents and exposure.
b) Personal Protective Equipment (PPE): Use chemical-resistant gloves, suits, boots, and eye protection.
c) Contain the spill: Prevent oil from spreading beyond skips using absorbent booms, barriers, or temporary liners.

3.2.14 Assessment

a) Identify type of oil (crude, diesel, lubricants) and the degree of contamination.
b) Quantify the volume of oil and affected materials (skip contents, plastics, solvents, debris).

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c) Determine local environmental sensitivities, e.g., soil, groundwater proximity.

3.2.15 Mechanical Recovery

a) Sorption: Use natural or synthetic sorbents (e.g., peat moss, straw, polypropylene pads) to absorb pooled oil.
b) Vacuum and suction: Industrial vacuum trucks or "super suckers" can remove liquid oil from skips efficiently.
c) Separation: Segregate oil, oily debris, and non-oiled wastes to reduce cross-contamination.

3.2.16 Chemical and Physical Treatments

a) Surface Washing Agents: Apply mild detergents to surfaces to lift residual oils safely.
b) Solidification: Use solidifiers if liquid oil needs to be converted into manageable masses for handling.
c) Controlled flushing: Low-pressure washing with collected runoff entering containment to avoid environmental release.

3.2.17 Biological Remediation

a) Bio stimulation: Add nutrients (nitrogen, phosphorus) to encourage oil-degrading bacteria.
b) Bioaugmentation: Where necessary, introduce specialized microbes known to metabolize hydrocarbons.
c) Phytoremediation: Plant roots of specific species can help stabilize and degrade residual hydrocarbons in soil lining skip bases.

3.2.18 Temporary Storage and Handling

a) Line the skip or temporary storage area to prevent leaks or seepage into soil.
b) Use covered storage if oil-contaminated materials are held for extended periods.
c) Avoid mixing incompatible waste streams; categorize bulk oil, oily debris, plastics, and non-oiled materials.

3.2.19 Disposal & Recycling

a) Recovered liquid oil: Can be reprocessed in refineries or used as fuel if regulations allow.
b) Oily solid materials: Options include thermal treatment (incineration), stabilization (land reclamation), or composting for organic/oil mixtures.
c) Contaminated PPE and sorbents: Treated as hazardous waste and disposed of at licensed facilities.

3.2.20 Site Restoration

Once all oil and wastes are removed:

a) Decontaminate the skip surfaces with detergent or bioremediation methods.
b) Monitor for residual hydrocarbons, soil or liner testing.
c) Restore the site to safe operational standards, ensuring no lingering contamination.

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3.2.21 Regulatory Compliance

a) Comply with local waste management and environmental regulations in South Africa.
b) Keep documentation of all clean-up activities, including:
c) Date and description of waste
d) Treatment and disposal methods
e) Certificates from licensed waste management facilities

3.2.22 Collecting general waste from designated waste bins areas on sites where there's no garden services

Collecting general waste from designated waste bins on sites without garden services, use approved collection methods, fortnightly/weekly schedules

3.2.23 Arrange Designated Waste Storage

a) Even without garden services, ensure there are clean, appropriately sized bins (typically 240-litre or larger wheelie bins) at your site
b) Each bin should be clearly labelled for general waste to reduce contamination and health risks. For larger sites or commercial premises, consider colour-coded bins, sorting frames, or secure cages to manage material before collection

3.2.24 Schedule Collection or Transport

Non-recyclable waste should be collected at least once per week

3.2.25 Maintain Hygiene and Compliance on Site

a) Regularly supervise and manage bin areas to avoid spillage, contamination, and pest infestations
b) Keep general waste away from organic or hazardous materials, and ensure all staff or residents are trained in appropriate disposal practices

4. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
B Jordaan	Middle Manager Real Estate
T Mahlophe	Facilities Manager (Critical Buildings)
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T Dolonga	Manager SHEQ
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5. REVISIONS

Date	Rev.	Compiler	Remarks
August 2026	1	L Moahloli	Aligned according to NTCSA template

6. DEVELOPMENT TEAM

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

- L Moahloli
- C Tsitsi

7. ACKNOWLEDGEMENTS

None

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