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1. Introduction

This Scope of Work (SOW) outlines the industrial cleaning services to be performed at Coal Plant, a coal-fired power generation facility located in Majuba Power station. The purpose of this document is to define the requirements, methodologies, and responsibilities associated with the cleaning of critical plant systems and equipment to support safe, efficient, and compliant plant operations.

Coal-fired power plants generate significant accumulations of coal dust, fly ash, bottom ash, soot, and other combustion byproducts throughout their systems. Left unaddressed, these deposits can reduce operational efficiency, increase fire and explosion risk, accelerate equipment wear, and create housekeeping and environmental compliance issues. Regular and thorough industrial cleaning is therefore essential to maintaining equipment reliability, worker safety, and regulatory compliance.

This SOW covers the following general categories of work, detailed further in subsequent sections: e.g., Reclaim tunnel, Conveyor cleaning, coal equipment cleaning, electrical equipment cleaning, Tippler plant cleaning, over silo cleaning and general cleaning across the plant.

2. Supporting Clauses

2.1 Scope

This contract is for the industrial cleaning on the Coal Plant, Coal plant chutes, all coal conveyors and coal substations, at Majuba Power Station. Clean is defined as free from build-up of dust, debris, ash, grease, oil, litter, pools of water or any other condition that may reflect poor housekeeping. Cleaning is deemed to have been carried out if the minimum, as defined on the scope of work has been affected. Expected nature of rubbish and dirt to be cleaned is coarse and fine ash settling, coal and pulverised fuel, dust on plant and equipment and oil and grease spillages from and over machinery, because of normal activities. The amount of coarse and fine coal, grease and oil spillages, rubble, litter, debris and blockages is expected to be significant. Any spillage of material caused by coal changes or defective plant will be viewed as process cleaning.

The scope of work specifies the locations that need to be cleaned and the minimum frequency that they need to be cleaned. The scope of work breakdown provides more clarification on these points. Regardless of the specified cleaning frequency, any issue needs to be fixed right away.

The Contractor is expected to always provide a 24-hour services on site, 7 days a week including weekends and public holidays. Continuous cleaning is expected on all areas included on the scope.
During outages, normal cleaning will continue the affected plant.
This contract is an all-inclusive contract, the contractor needs to make provision for e.g., any overtime or public holidays worked, call outs, standby, shift allowance, 13th cheque etc.

Where permit to work is required, cleaning personnel responsible for that plant will be responsible for taking the permit for cleaning on that plant as per the **Plant Safety Regulations**
The *Contractor's* teams must always be led and Supervised by Qualified, Competent, and experienced team leader. The *Contractor* must provide the equipment needed to provide the Service.

The *Contractor* has identified a representative as a key person approved by the *Employer* who will report to the Service manager and co-ordinate all activities. The Site representative must be a Qualified and experience

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person. The *Contractor* is Subject to low Performance Penalties as indicated in The Service Level Table. The *Contractor* shall ensure that the contracted service is performed regardless of strike and industrial action.

The environmental officer will oversee and control access to the temporary hazardous storage site.

2.2 Coal Plant

Industrial Cleaning on Coal plant and Coal chute cleaning for 24 hr 7 days a week.

2.2.1 BOUNDARIES

(a) Tippler plant, all coal conveying, transfer house, stacking, reclaiming, loading and off-loading plant up to and including the transfer point located at the entrance of the Boiler House. All coal conveyors inside the boiler house up to the coal bunkers.
(b) All drive houses, transfer houses and support structures in the areas of the systems Including the tippler, take-out conveyors, and bypass conveyors.
(c) All coal weighbridges and the weighbridge at the security gate area.
(d) Spotters on tippler, bin feed, bin link, reclaims, overland and on the incline coal conveyors on 24hrs basis.
(e) 24 hours service (Shift work) will be required in coal plant to clean all coal station conveyors chutes. During the raining season the contractor needs to ensure there are additional resources to ensure a continuous flow of coal to the bunkers.
(f) Emptying of metals bins in all magnetic separators and dispose metals on the appropriate metals skips provided by the employer.

2.2.2 EXPECTED INDUSTRIAL CLEANING NEEDS

EQUIPMENT TO BE CLEANED	METHODS	FREQUENCY	REMARKS
Gearboxes	Sweep, remove oil and grease and damp clean, splash water is allowed. Avoid direct water jets	Daily	Take care when cleaning moving/rotating plant
Gauges	Water wash and remove oil and grease, alternatively sweep and damp clean	Daily	Sweep and clean up.
Valves	Water wash and remove oil and grease, alternatively sweep and damp clean	Daily	Take care when cleaning moving/rotating plant
All Drains	Vacuum clean, pick up all rubbish, rubble, discard spares and clean	Daily	Sweep, clean up and unblock. Put back the covers.
Fire extinguishers, hydrants and hose reels	Dust and damp clean	Daily	Sweep and clean up.
Dust bins	Empty into local waste skips and clean	Daily	Not overflow.
Concrete elevated floors	Vacuum floor sweeping with occasional water wash and sweep. Where floor sweepers cannot access, water wash and sweep	Daily	Sweep and clean up.

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Basement floor	Vacuum floor sweeping with occasional water wash and sweep. Where floor sweepers cannot access, water wash and sweep	Daily	Sweep and clean up.
Grated floors	Dust, and pick up all rubbish, rubble and discards	Daily	Sweep and clean up. Put back the grates.
Pedestals	Water wash and scrub, alternatively dust, scrub and clean	Daily	Sweep and clean up.
Sumps	As need be vacuum suck empty, keep different substances separate and dispose of according to requirements associated and water wash sump	Daily clean / inspection	Leave sumps clean and empty.
Conveyors, Conveyor structures, idlers, counterweights, drive stations and pulleys.	Sweep, vacuum clean, degrease and damp clean using detergents when needed. Remove all coal and coal dust underneath belts and idlers and pulleys.	Daily	Take care when cleaning moving / rotating plant no detergents to enter oil systems
Floors	Vacuum floor sweeping with occasional water wash and sweep. Where floor sweepers cannot access, water wash and sweep	Daily	Sweep and clean up.
All Roofs	Dust, and pick up all rubbish, rubble and discards	Monthly	Wear safety harness
Metals and rocks must be spotted daily	Spotters	Daily	On the boiler inclines, overland's, reclaimers. Tippler take out
All weighbridges	Clean the surface and underneath the bridge and load cells	weekly	During rainy season more frequent cleaning needed.

EQUIPMENT TO BE CLEANED	**METHODS**	**FREQUENCY**	**REMARKS**
Electric motors electric plugs	Sweep and damp clean using detergent/degreasing fluid, splash water is allowed avoid direct water jets.	Daily	Take care when cleaning moving/rotating plant
Electric panel boards	Sweep and damp clean	Daily	Open panels not to be cleaned
Switch and control boxes	Dust and damp clean, no direct water	Daily	
Reclaim tunnels	Sweep, and pick up all rubbish, rubble and washed-in coal	Daily	Take care of moving plant.
Light fittings	Dust and damp clean, splash water is allowed. Avoid direct water jets	Daily	Sweep and clean up.
Telephone cubicles	Dust and damp clean	Daily	Sweep and clean up.
Pumps	Water wash and remove oil and grease, alternatively sweep and damp clean	Daily	Take care when cleaning moving/rotating plant
Coal spillages on all coal conveyors on site	Sweep and pick up coal	Daily	Sweep and clean up.

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All coal conveyors overland	Empty the conveyor and remove spillages	As and when required	Even the return side.

EQUIPMENT TO BE CLEANED	**METHODS**	**FREQUENCY**	**REMARKS**
Structures, hangers, supports and roofs	Sweep and damp clean	Daily	Wear safety belts where required
Coal silos area	Sweep, and pick up all rubbish, rubble and ensure housekeeping.	Daily	Sweeping and cleaning up.
Overland 12/22	Sweep, and pick up all rubbish, rubble and ensure housekeeping.	Daily	Sweeping and cleaning up.
Reclaimers including the tunnel drains.	Sweep, and pick up all rubbish, rubble and ensure housekeeping.	Daily	Sweeping and cleaning up.
Boiler inclines 1,2 & 3.	Sweep, and pick up all rubbish, rubble And ensure housekeeping.	Daily	Sweeping and cleaning up.
Maintenance building area	Sweep, and pick up all rubbish, rubble And ensure housekeeping	Daily	Sweeping and cleaning up.
Coal house walls, beams and structure	Sweep, dust, damp clean and scrub	Daily	Sweeping and cleaning up.
Steel stairwells and handrails.	Dust, sweep and pick up all rubbish, rubble discards	Daily	Sweeping and cleaning up.
Coal Substations	Dust, sweep, vacuum and damp clean	Weekly or more frequent	ARC flash clothing to be worn
Fire extinguishers, hydrants and hose reels	Dust and damp clean	Daily	Sweeping and cleaning up.
Dust bins	Empty into local waste skips and clean	Daily	Sweeping and cleaning up.

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2.2.3 EQUIPMENT FOR COAL PLANT

1	1 x Tipper truck 10 m3	Coal stock yard areas	Coal conveyors, coal silo and Coal stock yard cleaning
2	1 x Bob cat, 1x TLB or front-end loader	Coal stock yard areas	To pick up coal build on coal conveyors, coal silos and Coal stock yard cleaning
3	1 x HP machine Minimum 500 bar with 1000 lt capacity	Coal Plant	To clean weighbridges and conveyor idlers.
4	1x LDV/Double cab bakkie	Coal Plant	Around the station and coal plant.
5	Spades, brooms, feather dusters, wheelbarrows and hoses.	Coal Plant	Floors, structures, handrails etc.
6	Saw dust	Coal Plant	floors, oil spillages
7	Liquid Cleaning materials	Coal Plant	walls, floors, panels, doors, etc.

2.3 COAL CHUTE CLEANING

(a) Continuous (24 hour) cleaning of coal chutes. The Contractor shall at all times maintain a continuous coal flow to running units. Cleaning to be done in accordance with Majuba Procedures.

NOTE: Due to seasonal and coal quality changes, the workload will vary from month to month.

(b) Continuous (24 hour) cleaning and monitoring at the 10 000-ton over silo's link rails and oversize coal and rocks must be removed continuously from inside the chute and dumped through the rock removal chute into the bin provided.

NOTE: The units may be called back to service at any time and extra silos might come into operation.

(c) No blocked chute detectors available on top of 10 000-ton silo 20, 24-hour monitoring needed Spotters required for monitoring of the oversized coal, metals and rocks on conveyors that doesn't have screens and magnetic separators/ faulty magnetic separators.

(d) In case of coal spillages and conveyor overload, supplier must clean the coal up to 20 tons. Above that supplier will be compensated. If spotters are placed correctly spillages will be minimised.

NB: Supervision and shift changes to be done by the *Contractor*. Shift change needs to take place on the plant, no unattended chutes allowed. If the silo is not in operation, the *Contractor* must trip the long line protection of the bottom feeder.

(e) Contractor to plan running silos through Outside Plant Control Room (OPCR) and Electrical Operating Desk (EOD).

(f) Any coal spillages caused by a blocked chute or negligence by *Contractor* will be cleaned immediately by the *Contractor*. The *Contractor* must provide his own teams for cleaning such spillages.

(g) All work shall be done according to Majuba Safety Regulations and the Generation Plant Safety Regulations.

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2.3.1 Chute cleaning Base Crew, and labour laws

Contractor maintains a base crew, with applicable hand tools required for the Works at Majuba Power Station. The *Contractor* supervises the base crew.
The base crew should comprise of the following at **minimum:**

Top of 10 000-ton Silo's	Minimum **2** labourer per shift
10 000-ton Silo 10 bottom feeders	Minimum **2** labourers per shift
10 000-ton Silo 20 bottom feeders	Minimum **2** labourers per shift
10 000-ton Silo 30 bottom feeders	Minimum **2** labourers per shift
Coal Tippler Plant, Tippler loadout.	Minimum **2** labourers per shift
Reclaim conveyors includes magnet separators.	Minimum **4** labourers per shift
Overland 12 & 22 (return side) includes magnet separators.	Minimum **2** labourers per shift
Boiler inclines 1,2&3 includes magnet separators.	Minimum **2** labourers per shift
Units 1 up to 6: 42-meter level chutes	Minimum **6** labourers per shift
All Buffalo feeders	Minimum **2** labourers per shift
Supervisor (authorized as responsible person to take out permit to work if intensive cleaning is needed)	Minimum **1** supervisor per shift
Responsible Persons	Minimum **1** RP per shift

Please note that 8-hour shifts per day are required and a 4-shift cycle needs to be worked.
Besides the shift workers there should be enough day shift cleaners to execute the entire cleaning scope as stipulated in the cleaning needs of the coal plant. The day shift crew needs to have at least 2 Responsible Persons that can take out permits for cleaning.

3. Purpose

The purpose of this document is to provide the scope of work for Coal plant Cleaning at Majuba power station.

3.1.1 Applicability

This document shall apply to Majuba Power Station.

3.1.2 Effective date

Document is effective from the authorised date.

3.2 Normative/Informative References

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

3.2.1 Normative

[1] ISO 9001 Quality Management Systems

[2] 32-727: Eskom SHEQ POLICY

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3.2.2 Informative

[3] Occupational Health and Safety Act 85 of 1993.

[4] 240-62196227- Life-Saving Rules.

[5] National Environmental Management Waste Act 59 of 2008

3.3 Definitions

Definition	Explanation
Agent	(OHS Act) means any person who acts as a representative for a client
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the 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)
Contractor	In relation to this document, where the word “Contractor” is used, it will mean all or some of the following: principal Contractors, appointed Contractors, suppliers, vendors, service providers and consultants
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 a TES (ex-labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: the land, water, and atmosphere of the earth; micro-organisms and plant and animal life; and any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental aspect	Element of an organization's activities or products or services that interacts or can interact with the environment
Environmental Impact	Any change to the environment, whether adverse or beneficial, wholly, or partially resulting from an organization's environmental aspects
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan should preferably form part of Eskom’s Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied to eliminate the risk

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Definition	Explanation
Hazard	(OHS Act) means a source of, or exposure to, danger
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety requirements	Means comprehensive health and safety requirements for a contract, project, Site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, Site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Method statement	(OHS Act) means a written document detailing the key activities to be performed to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Near miss	A near miss is an OHS event that did not result in human injury or damage but had the potential, under different circumstances, to cause human injury or property damage. This includes the reporting of hazards or unsafe conditions.
Pre-job brief or meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Project Manager/ Leader	(32-136) means the person who has the responsibility for the successful planning and execution of a project. The Project Manager must satisfy the certification requirements set by the South African Council for the Project and Construction Management Professions. Note: The Project Manager is the duly authorised Eskom representative who acts on Eskom's behalf as the administrating officer for the purposes of the contract
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a Construction Site to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal Contractors, Contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, *Contractor*, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion

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3.4 Abbreviations

Abbreviation	Meaning given to the abbreviation
CPA	Cost Price Adjustment
EOD	Electrical Operating Desk
FFFR	Fossil Fuel Firing Regulation
G-Drive	Eskom Data Storage Tool
GO	General Overhaul
GR	Goods Received
ISO	International Organization for Standardization
KPI	Key Performance Indicators
NEC	New Engineering Contract
OHS Act	Occupational Health and Safety Act
OPS	Operating
PM	Planned Maintenance
PDF	Portable Document format
PPE	Personal Protective Equipment
PSR	Plant Safety Regulation
QCP	Quality Control Plan
SAP	Eskom Computerized Assets Management
SD&L	Skills Development and Localisation
SE	Service Entry
SOW	Scope of Work
VAT	Value Added Tax

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3.5 Roles and Responsibilities

3.5.1 Contractor's Supervisor/Site Manager duties:

(a) The *Contractor's* Site Manager ensures that only competent persons be allowed to work on plant. The Employer's *Service Manager* is entitled to verify the qualifications of the *Contractor*.
(b) The *Contractor's* Site Manager must be knowledgeable about the conditions and scope of work contained in this contract and capable of executing the scope of work.
(c) The *Services Manager* may, having stated reasons, instruct the *Contractor* to remove a key person. The *Contractor* then arranges that, after one day, the key person has no further connection with the work included in this contract.
(d) The *Contractor* may not replace any of the key persons, without prior written request and approval thereof from the Services Manager.
(e) Oversee cleaning all Coal plant activities.
(f) Ensure that cleaning is executed as per the specified minimum frequencies outlined and react immediately to any issues regardless of schedule.
(g) Ensure all cleaning operations comply with Eskom's safety procedures and site regulation.
(h) Conduct or ensure base line risk assessments for cleaning tasks and ensure safe work procedures are in place and followed.
(i) Attend daily meetings, morning meeting Ops support, Gemba, BU safety and any other meeting relevant to their duties at Majuba Power station.
(j) Facilitate regular management, safety, and technical meetings to report progress, manage incidents, and review compliance.

3.6 Constraints on how the contractor provides the works Plant Safety regulations

(a) The *Employer* shall, on request from the *Contractor,* isolate required plant from all sources of danger as described in the Plant Safety Regulations.
(b) The *Employer* shall, on request, make available a copy of the latest revision of the Plant Safety Regulations to the *Contractor*.
(c) The *Contractor* shall conform to all rules and regulations applicable to Plant Safety and shall complete the Worker's Register prior to working on the plant.

3.6.1 Power Supply Arrangements

(a) The *Contractor* must provide his own portable 380V electrical distribution boards, and supply cables to and from the boards for all his power supply requirements to execute the services.
(b) *Contractor*s' Electrical Distribution Boards shall comply with OHSA as referred to in the Electrical Installation Regulations and the Electrical Machinery Regulations. Each board brought on site shall have a certificate of compliance issued by an accredited person.
(c) The *Contractor*s' Electrical Distribution Boards must be installed at a time negotiated with the Coal Plant Maintenance Manager, or prior to the possession date. Distribution boards will be connected to a 38OV three phase AC power supply by the *Employer*, only after the *Contractor* has submitted the valid certificate of compliance.
(d) All *Contractor*s' Electrical Distribution Boards must be earthed to the steel structure of the plant.

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3.6.2 Security arrangements

(a) The *Contractor* applies for access permits (*Contractor*'s permit) at the Security gate on the start date of the contract. The *Contractor* personnel shall be required to always be in possession of an access permit.
(b) In order to assist Protection Services with the issuing of permits and the identification of personnel on site the successful *Contractor* is to supply a list of all personnel that he intends using on site, at least 72 hours prior to entry of the Security Area. This list must be delivered to Protection Services.
(c) The list, identified with the *Contractor*'s name, is to contain the following information:

- Employee name
- Employee ID Number
- The *Employer's* Safety Coordinator's signature
- Ops Support Manager signature
- Copy of the first page of the ID book of every employee of the *Contractor,* photocopied to reduce the size to 65%.

(d) Access permits must be returned to protection services when the worker/s leave the site, either after completion of the services, or upon earlier termination of service of a worker during the contract period.
(e) To speed up the process of gaining access to the site, the *Contractor* must compile detailed lists of all tools and equipment (including serial numbers where applicable) to be taken on site before arriving at the Power Station Security gate. An authorised copy of this list must be retained by the *Contractor* - to be used again when the tools and equipment are removed from site after the completion of the services.
(f) Any additional tools or equipment brought to site, or any tools or equipment removed during the contract's period must be reported to protection services and ALL lists amended likewise. Gate release permits will NOT be issued for the removal of any tools or equipment not specified on the tool list.
(g) The *Contractor*'s visitors and all personnel shall always conform to the security arrangements in force at the site. Application forms for visitors must be filled in by the *Contractor*'s Site Manager and approved by the Contract Manager, one day before the visit and submitted to the *Employer*'s Protection Services office. Visitors will not be allowed on site if the necessary forms are not in the possession of the security staff.
(h) The Chief of Protection Services may, with valid cause, remove any, of the *Contractor*'s personnel from the site, either temporarily, or permanently. He may deny access to the site to any person whom, in the opinion of the said Chief of Protection Services, constitutes a security risk.
(i) No unauthorised vehicles will be allowed on site. Only *Contractor*'s Vehicles with displayed Contract Vehicle Permits disks will be allowed on site. Contract Vehicle Applications should be directed to the Contract Manager.
(j) The *Contractor* will be restricted to the working areas associated with his place of work. The *Contractor* is forbidden to enter any other areas and must ensure that his employees abide by these regulations.
(k) No recruiting of casual labour may be done on the *Employer*'s premises, including the area outside the Power Station Security Gate.

3.6.3 Transport

The *Contractor* will be responsible for his own transport on site as well as for standby purposes. No passengers will be allowed on the back of a LDV (bakkie) even if fitted with a canopy. Vehicles must be equipped with safety belts for the driver as well as for all passengers.

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3.6.4 Qualifications and experience

The *Contractor*'s supervisors must be knowledgeable about the conditions and scope of work contained in this contract and capable to execute the scope of work.

3.6.5 Requirements for the programme

(a) Programming and planning will be done Daily between the *Employer* and the *Contractor*. The Daily plan will include corrective and planned maintenance schedules.
(b) When a particular task requires pre-planning, the *Employer* may request a programme from the *Contractor*. The programme to be submitted must be in the form of a logical network (clearly indicating all predecessors and successors of activities), which includes all the activities specified in the scope of work, indicating at least the following:

- the hour duration of each activity.
- the working calendar (number of work hours per day, days per week).
- all known interfaces with other activities of the *Employer* or Others, including scaffolding, lagging, electrical and instrumentation work.

(c) Updating of the plan for the works will be done Daily; more regular updating may be required. The *Employer* will be entitled to change the plan at any time as and when other tasks take precedence.
(d) An activity for which a Corrective or Planned maintenance schedule has been issued, will only be recorded as complete when the form issued for this activity, is returned to the *Employer*, complete with all the relevant detail and signatures.

3.7 Services and other things provided by the Employer

This section describes what the *Employer* is to supply specifically for the purpose of the works.
The *Contractor* is to supply everything else required to provide the works.

3.7.1 Spares, tools, consumables and PPE

(a) Unless where otherwise indicated all lubricants will be supplied free by the *Employer*.
(b) The *Contractor* will be responsible for all free issue material control functions, including but not limited to receipt, checking, offloading, taking temporary possession and proper storage of all materials, as well as returning any unused or refurbish able items to the Supervisor
(c) The *Contractor* supplies all tools, equipment and consumables needed to maintain the plant. The *Employer* will supply tools in exceptional cases (chain & lever hoists etc.) with the authorisation of the Workshop Supervisor or Ops Support Manager.
(d) The *Contractor* supply and maintain all personal protective equipment (PPE) to his employees free of charge. The *Contractor* ensures that all PPE are in a good state and will immediately replace defective or in-efficient PPE. All PPE issued to the *Contractor*'s employees shall bear the SABS mark of approval.

3.7.2 Use of the Employer's Equipment

(a) If the *Contractor* requires use of any of the *Employer*'s Equipment, including compressed air, electricity, water supply and crane age, it must be requested via the supervisor.

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(b) The *Employer* shall be entitled to withdraw use of the said Equipment, should proper maintenance and cleanliness not be ensured. In that event, the *Contractor* shall be obliged to provide the necessary Equipment at his own cost.
(c) The *Contractor* will be responsible for the repair, replacement or correction as necessary of any and all items of plant and / or materials supplied by the *Employer* which are damaged and / or lost whilst in the *Contractor*'s custody and control.
(d) The *Contractor* Site Manager must ensure that any one of his employees or Subcontractor, operating hoist equipment belonging to the *Employer*, is authorised by the *Employer*.

3.7.3 Accommodation and catering

(a) The *Contractor* will be responsibility for the provision of accommodation to his personnel – the *Employer* does not provide accommodation.
(b) The *Contractor* or any of his employees or subcontractors will not be allowed to use the *Employer*'s dining facilities.
(c) The *Contractor* or any of his employees or subcontractors may buy take away meals from the fast food's outlet on Site.

3.7.4 Office and Toilet Facilities

The *Employer* will provide the *Contractor* access to toilet facilities.

3.7.5 Medical Facilities

(a) The *Contractor* provides a First Aid service to his employees and subcontractor. In the case where these prove to be inadequate, as in the event of a serious injury, the *Employer*'s Medical Centre and facilities will be available.
(b) Outside the *Employer*'s office hours, the *Employer*'s First Aid Services will only be available for serious injuries and life-threatening situations.
(c) The *Employer* shall be entitled, however, to recover the costs incurred, in the use of the above *Employer*'s facilities, from the *Contractor*.

3.7.6 Refuse Disposal

(a) The *Employer* will provide and empty special colour coded bins for refuse disposal.
(b) The *Contractor* will be responsible for refuse bins for his own site.
(c) The *Contractor* ensures that all workers under his control strictly adhere to the correct use of refuse bins:
(d) For the full duration of the services, the *Contractor* is responsible to keep the work area clean of any rubble, and to place all refuse into the bins provided.

3.8 Constraints on how the Contractor Provides the Works

(a) The *Contractor* is expected to have authorised supervisors as per the Plant Safety Regulations.

(b) Recovered coal from coal conveyors cannot be loaded onto a running coal conveyor by hand using spades. Safety regulations must be adhered to and a permit to work will be required for such work, unless the *Contractor* possessed special equipment to load recovered coal onto a running conveyor that is approved by ESKOM for such utilisation.

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(c) Spilled coal from conveyors or chutes cannot be loaded onto a running conveyor by hand using spades. Safety regulations must be adhered to and a permit to work will be required for such work, unless the *Contractor* possessed special equipment to load recovered coal onto a running conveyor that is approved by ESKOM for such utilisation.
(d) Recovered coal from the mills must be taken to the bunkers on coal stock yard provided the coal is not contaminated. If contaminated it must be taken to ash dump. Ash dump and coal supervisors must notify prior to dumping.
(e) Recovered coal that cannot be readily return to the coal conveying system, e.g. coal recovered from lower levels and ground levels must be returned to the coal stockyard by the *Contractor*'s own means and on the *Contractor*'s own cost, except if the recovery results from a spillage that is defined as a compensation event.
(f) Accumulation of coal over a period of time will not be regarded as a compensation event.
(g) Cleaning to running conveyor belts is limited to activities that will not endanger the *Contractor*'s employees in any way, e.g. no part of the body must come in close proximity of a running belt. Safety regulations must be adhered to and a permit to work will be required for more intrusive work, unless the *Contractor* possessed special equipment to perform cleaning activities onto a running conveyor that is approved by ESKOM for such utilisation.
(h) Contractor is not allowed to put his body inside chutes, vessels, pipes, confined spaces, tube without a permit to work, proper risk assessment, gas test, environment certificate, signed register and under supervision of the supervisor.
(i) The Service Provider will be responsible for his own transport. No passengers will be allowed on the back of a LDV even if fitted with a canopy.
(j) The *Contractor* is further expected to liaise Daily with the operating *Contractor* to plan his work so as to optimize the availability of the plant.
(k) The *Contractor* will have representation in the prioritisation meeting as well as in the safety meetings.
(l) The *Contractor* shall issue new respirators and dust masks (FFP2 with valve) to his employees when it is no longer effective.
(m) All PPE and masks must be SABS approved.
(n) The *Contractor* shall provide suitable facilities (e.g. lockers, change rooms, eating facilities etc) for his employees.
(o) Only allowable deductions are allowed, e.g. deductions for the provision of PPE from employees' pay will not be allowed.

3.8.1 Low performance damages

No.	Description	*Employer*'s Requirement	Damages payable by *Contractor*
1	Approval of safety plan	Approval ASAP after contract award or **within 1 (one) week** of contract start date. Safety plan must contain all current and relevant information and needs to be reapproved when documents change or at least on each contract anniversary.	**R500.00 per day** without an approved safety file.
2	Approval of Quality Management System	**Within 6 (six) weeks** of contract start date.	**R500.00 per day** without an approved quality management system in place.
3	Authorisation of Supervisors as Responsible Person (RP) as per PSR.	**Within 6 (six) weeks** of contract start date **1 (one)** person per shift must be authorised as an RP for cleaning.	**R1,000.00 per incident** that an authorised RP is unavailable on a shift, leading to inability to clean.

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4	Non-availability of cleaning staff – 1 hour limit.	Cleaning is to be done on a continuous basis. Once an instruction is given, cleaning must start within one hour.	**R500.00 per occurrence.**
5	Contract defect (NCR) raised 3 times in 6 weeks.	*Contractor* cleans as per the scope of work.	**R1, 000.00 per occurrence.**
6	Contravention of Environmental Regulations	*Contractor* co-ordinates activities directly with the Environmental Officer to ensure compliance.	**R1, 000.00 per occurrence.**
7	Uncompleted CM/PM/Statutory PM	CM/PM/Statutory PM must be dome and be completed as per the schedule	**R 1000,00 per occurrence**
8	Unclosed defected	Defected must be closed within required period as per the procedure	**R500.00 per occurrence on level 2-3 defects, R1000.00 per occurrence on level 1 defect**
9	BSO	For each company employee fails to comply on weekly BSO.	**R1000 per occurrence weekly.**
10	LTI	Company fails to comply with safety requirements.	**R10 000.00 per occurrence.**
11	Meeting Attendance	Ops support, BU Safety & Gemba.	**R500 per occurrence on each meeting not attended.**

3.8.2 Monitoring at offloading, Stackers, reclaims and transfer houses

(a) Site establishment to consist of 4 shifts. People must be managed in line of the BCEA.

(b) Belt watching and truck offloading to be monitored 24/7.
(c) Positioning: one guard at the coal overland conveyors tail ends, one at the reclaim conveyor magnetic separators and two roaming spotters to monitor the truck offloading and cleaning of all coal chutes. One leader/supervisor must assist the roaming spotters and occasionally visit the other guards.
(d) Duties, truck offloading: monitor the truck offloading; remove any steel / rocks / debris from the off-loaded coal. Record the registration number of the mechanical horse, call the Rotrain controller on shift to investigate and interview the truck driver. Obtain the name of the supplying mine from the Rotrain controller. Submit a consolidated report to coal management on Mondays and Thursdays of all incidents. Retrieved debris must be piled at allocated areas for removal by Roshcon.
(e) Duties, belt watching monitor the belts continuously for damage, rocks / steel/ debris. Belt watcher must trip the belt to remove the foreign objects. Consult and inform OPCR of all actions. If it is necessary to work on the conveyor belt to remove big rocks etc.,
(f) Transport must be provided to the employees between home/work. Vehicles must comply with Eskom's requirements (safety belts etc.)
(g) *Contractor* to provide necessary PPE and equipment, e.g. reflective clothing, 2-way radios for communication, gloves, dust masks FFP2V, flashlights, head lamps, raincoat, gum boots, safety boots, overhauls, hard hat, ear protection, cell phones etc.

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3.8.3 Contractor's Skills and other Requirements

(a) The *Contractor* will provide trained personnel for the implementation of all work.
(b) All Qualifications of *key personnel* to be forwarded before Contract is awarded.
(c) The *Contractor* will ensure the *Employer* can contact him at any time. The *Contractor*'s supervisors on shift will carry two-way radios to facilitate quick response, with Outside Plant Control room.
(d) Two-way radios are provided by the *Contractor*.
(e) *Contractor* to supply flashlights or head lamps to all his employees and ensure it is in working order throughout the contract duration. Batteries and globes are for the *Contractor*'s own account.
(f) *Contractor* to provide the necessary PPE for their employees. All PPE must bear the SABS mark of approval.
(g) The *Contractor* provides the tools required to clean the chutes. The tools must be equipped with a device that prevents the tool from damaging the conveyor belts should the tool slips from the cleaner's hand.

4. Management strategy and start up.

4.1.1 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Contract Manager* as follows:

Name	Frequency	Attendance by relevant Employer's personnel:	Attendance by relevant Contractor's personnel:
Daily Meeting	Daily Morning 08:00	Contract Supervisor	Contractors Site manager/Supervisor
Contract Safety Meeting	Monthly	Eskom Safety officers and Contract manager	Contractors Site manager/Supervisor
Gemba Walk	Fridays	Contract Supervisor	Contractors Site manager/Supervisor
Contract kick-off	Once off	Service manager, Plant supervisor/manager and/or other necessary representatives.	Site manager, Site supervisor and/or other necessary representatives.
Early Warning	As and when notified by either party	Service manager and Plant supervisor/manager and other relevant personnel.	Site manager and Site supervisor/manager and other relevant personnel.
Technical and/or non-conformance	At least once every 3 months	Service manager, Plant supervisor and technical representative.	Site manager, Site supervisor and technical representative.

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Safety Incidents	For each occurrence	Safety Representative, Service manager and Plant supervisor and others involved.	Safety Representative, Site manager and Site supervisor and others involved.
Planning meeting	Weekly	Contract Supervisor, planning Supervisor	Planner, Site Supervisor
KPI Meeting	Monthly	Service manager and Plant supervisor/manager	Service manager and Plant supervisor/manager
Ops Gemba meeting	Tuesdays	Service manager and Plant supervisor/manager and other relevant personnel.	Service manager and Plant supervisor/manager and other relevant personnel.
Contractor's BU Safety Meeting	Monthly	Service manager and Plant supervisor/manager and other relevant personnel.	Service manager and Plant supervisor/manager and other relevant personnel.
Work stoppages	Employer's request.	Service manager, and/or other necessary representatives.	Site supervisor and/or other necessary representatives.

4.1.2 Contractor's management, supervision and key people

- Site Manager
- Supervisors
- Safety Officers
- Drivers or Equipment Operators
- Responsible Persons
- Quality Inspector

(a) The *Employer* may, having stated reasons, instruct the *Contractor* to remove a *key person* and labourer(s). The *Contractor* then arranges that, after one day, the *key person* and labourer(s) have no further connection with the work included in this contract.

(b) The *Contractor* may not replace any of the *key persons*, without prior written request and approval thereof from the *Employer.*

5. Health and safety, the environment and quality assurance

5.1 Health and safety risk management

a) The Contractor must ensure that all his personnel attend a Health and Safety Induction Course prior to starting with the works. A one- (1) hour course will be provided by the Employer and will be valid for the duration of one- (1) year.

b) The Contractor shall comply with the guidelines set out in the Majuba ~~Standard BIA/RM/STD/0~~1 titled **"Safety, Health and Environmental specifications to be met by *Contractors*"**

c) Safety Risk Management has the right and authority to visit and inspect the Contractor's workplace or site establishment to ensure that tools, machinery, and equipment comply with the minimum safety requirements.

d) The Employer's Representative shall be entitled to instruct the Contractor to stop work, without penalty to the Employer, where the Contractor's personnel fail to conform to safety standards or contravene health and safety regulations. The Employer's Representative is entitled to instruct the Contractor to discipline his employees and to enforce disciplinary action and submit a report to the Employer's

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Representative. The Contractor shall implement additional health and safety precautions where necessary.

e) The following Health & Safety requirements should be complied with:

i) The Contractor must supply a Certificate of Competency of his/her employees to work under the following conditions:
- Confined Spaces
- Heights
- Heat stresses
- Cold stresses

ii) The Contractor to provide the Employer with proof of free issue of adequate Personal Protective Equipment (P.P.E.) to be used by his/her employees (preferably SABS approved).

iii) All the Contractor's employees to receive a formal Safety Induction Training from Safety Risk Management before commencement of any work on site.

vii) Noisy equipment and tools - no equipment or tools > 105dB (A) may be supplied/utilised by the supplier.

viii) Sub-contractors - the principal contractor must state if a sub-contractor is going to be used and who the sub-contractor/s are. Proof must be given to Eskom that the sub-contractor/s has/ve the necessary competence and resources to carry out the work safely and to ensure that due care of the environment will be exercised.

ix) Medical examination processes must be complied with.

5.2 Vehicle and driver safety

All drivers, passengers and pedestrians must obey vehicle safety requirements in terms of the National Road Traffic Act, Act No 93 of 1996, as amended, including other relevant provincial or local requirements.

5.3 Transportation of passengers: open LDV's:

With effect from 31 May 2006 no Eskom employee or Contractor would be allowed to transport passengers on the back of open light delivery vehicles (LDV's). It is a legal requirement to provide safe transportation of Eskom and Contractor employees – therefore the following will be enforced:

Ensure that no employee, including contractor employees or any other person, when on an Eskom site and/or performing work for Eskom, is allowed to be transported in the back of open vehicles.

There will be cases where this may not be reasonable or practicable, namely where vehicles are used during line inspections on sites or on private roads, or similar cases, and in these cases such vehicles must be driven at less than 30km per hour or at a speed suitable to the prevalent conditions. In such cases, the carrying of passengers in the back of such open vehicles could be explicitly allowed, after:

(a) A risk assessment has been carried out, indicating a very low risk.
(b) Mitigating factors have been identified to control any risk identified.
(c) Proper seating and handrails have been provided on the back of the open vehicle:
These measures have been discussed at the relevant Health and Safety Committee Meeting and approved by the Employer.
Is defined and contained in a formal written division's or BU's policy, including the appropriate mitigating factors.
(d) Such a policy has been communicated to all employees and contractors.

The above risk assessment findings/outcomes must be always available for audit purposes.

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(e) Tools and equipment must be properly secured.
(f) Only authorised drivers may transport passengers.
(g) Proof must be submitted on request in terms of valid roadworthiness of the vehicle/s.
(h) The above must apply to onsite and off-site transportation of passengers.

No person may be transported in the back of vehicles closed by means of canopies, unless provided with factory-fitted or manufactured-approved, proper seating and safety belts, i.e. crew cabs.

The driver must ensure that no employees are transported in the back of open vehicles unless it is allowed in terms of a divisional or BU-specific policy as referred to in paragraph (f). This also applies to contractor and contractor employees when performing work for Eskom.

The driver must ensure that all canopies are being properly fitted and secured and that all loose tools and objects in vehicles are properly secured.

The driver must ensure that their passengers are always seated and wear seatbelts.

5.4 Eskom Life-Saving Rules:

Six Eskom Life-Saving Rules have been developed that will apply to all Eskom employees, agents, consultants, and contractors.

Rule 1: Open, Isolate, Test, Earth, and Create an Equipotential zone before touch.

To ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged unless:

Rule 2: Hook up at heights - no person may work at height where there is a risk of falling.

Working at height is a significant part of work in Eskom Holdings and is regarded as a high-risk activity, as a result, all precautions must be taken to prevent incidents while working at height.

Wherever reasonably practicable, preference must be given to the performance of work at ground level as opposed to work in an elevated position. Where work in an elevated position is necessary, the requirements in this document and all other Eskom requirements pertaining to working from height shall apply.

Rule 3: Buckle up – no person may drive any vehicle on Eskom business and/or

Where required, the proper wearing of seat belts for any driver, operator and passenger is mandatory in all vehicles/equipment when driving and/or travelling for Eskom business purposes. The driver is obligated to ensure that he/she as well as all passengers are properly seated and wearing their seatbelts at all times while being transported in the vehicle, as per Eskom specifications.

Note: This rule is applicable on any road or parking lot, irrespective of the speed, and when the vehicle moves in a forward or backward direction.

Rule 4: Be sober (no person is allowed to work under the influence of drugs and alcohol.

No person who is under the influence or who appears to be under the influence of intoxicating liquor or drugs will be permitted to enter or remain on an Eskom site conduct Eskom business or drive/operate a vehicle/equipment for Eskom business purposes.

This includes any level of alcohol or the presence of any drugs, controlled substances, and/or illegal substances in the body that impairs or could impair mental and physical functioning, irrespective of when the substance was used.

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Rule 5: Ensure that you have a permit to work, no person shall work without the required permit to work.

No person shall work without the required Permit to Work (PTW), which is governed by but not limited to:

(a) Plant Safety Regulations; or
(b) Operating Regulations for High Voltage Systems (ORHVS) (handover or permit); or
(c) Low Voltage Operating Regulations; or
(d) Any other activity where a permit is required, for example, driver and statutory permits.

No apparatus is to be returned to service without the cancellation of all permits on that plant in accordance with procedure, unless permission is granted for a particular plant to be returned to service with permits still open, like in the case of redundant systems.

NOTE: In the case of live work, a "Live Work Declaration Form" is to be completed by the authorised person, who is the person responsible for the safe execution of work according to relevant standards and procedures.

RULE 6: Ensure Safe Live Working

To ensure safe live work; each live worker shall:

(a) Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division.
(b) Observe and maintain the minimum approach distance (MAD).
© Only perform live work (never mix live and dead work on the same site at the same time – Refer to ORHVS Section 7 and 5 handouts respectively).
(d) Perform tasks they are authorised for and only undertake tasks that are documented in the respective Task Manual (TM). Only work on one potential (voltage) at a time.

5.4.1 Consequences of Violating a life-Saving Rule

In terms of general health and safety in Eskom, if any of the Life-Saving Rules are violated, it will be treated as serious misconduct, and result in a disciplinary process in accordance with the Eskom Disciplinary Code and Procedure.
It must be highlighted that Eskom takes a ZERO TOLERANCE stance to violation of these rules.
Depending on the circumstances, Eskom reserves the right, where a contractor manager/supervisor allows the violation of a Life-Saving Rule, to suspend the contractor's activities while determining an appropriate sanction.

Where a contractor employee allegedly violates a Life-Saving Rule, the contractor shall immediately remove the employee from the site and initiate the disciplinary process. The contractor shall investigate any violation of a Life-Saving Rule and initiate the disciplinary process within five (5) working days of the violation. The contractor shall furnish Eskom with a copy of the sanction after the disciplinary process.

5.5 Employees' Right of Refusal to Work in an Unsafe Situation Procedure

5.5.1 General

The employer has the duty to inform each person of his or her right to refuse unsafe work, which includes that every employee shall, at work:

(a) take reasonable care of his or her own health and safety and that of any other person who may be affected by his or her acts or omissions;

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(b) co-operate in order to enable that any duty or requirement, including absolute (or strict) requirements imposed on the employer in order to achieve a safe workplace, are performed and complied with;
(c) carry out any lawful order given to him or her and obey the health and safety rules and procedures laid down by his or her employer or by anyone authorised to do so by the employer in the interest of health and safety;
(d) if any situation that is unsafe or unhealthy comes to his or her attention, as soon as practicable take immediate preventative and corrective action and report such situation to his or her employer or to the health and safety representative for his or her workplace or section thereof, as the case may be, who shall, in turn, report it to the employer; and
(e) exercise the duty so as not to interfere with, damage, misuse or intentionally or recklessly interfere with anything that is provided in the interest of health or safety.

5.5.2 Standard Procedure for When an employee Exercises his or her Right of Refusal to Work in the case of an Unsafe Work Situation

Where an employee is directed, required, or instructed to perform a task in relation to equipment, a machine, device, thing, or physical condition and he or she reasonably believes in good faith that the:

(a) equipment, machine, device, or thing; or
(b) physical condition of the workplace.
(c) is in contravention of any health and safety requirement, may endanger, endangers, causes an undue hazard, or may cause an undue hazard to his or her health and safety, (collectively referred to as an unsafe work condition) or those of his or her co-worker or any person, such an employee has the right to refuse to perform such a task until such time as it has been corrected and made safe.
(d) The employee may refuse to return to perform such a task until the unsafe work condition(s) has/have been mitigated, treated or eliminated.
(e) An employee cannot refuse to work when high-risk work condition(s) and processes form part of his or her normal contractual duties, where following approved safe work procedures will ensure a safe working environment. (Example: a live line worker involved in live line work following safe work procedures).
(f) Should any employee at any time reasonably believe, in good faith, that the performance of work or a task is unsafe, the following procedures shall apply:

Stage 1:

1. The employee will immediately notify to the supervisor about the details of the unsafe condition or unsafe act. The supervisor shall give the situation immediate attention.
2. The employee will explain to the supervisor (or his nominated team leader) and, where available, the applicable health and safety representative the reasons for believing that the work to be performed is unsafe. The employee has the right to invite his/her union representative.
3. The employee(s) shall remain in a safe place.
4. The supervisor shall investigate the unsafe situation together with the applicable employee and the applicable health and safety representative responsible for that particular area.

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5. The task risk assessment is to be reviewed to address the concerns of the employee and to outline the corrective actions in order to mitigate/treat/eliminate the unsafe situation.
   Alternatively, if it is found that the perceived threat is unfounded, the supervisor shall give a clearance notice to the employee, co-signed by the applicable employee, indicating that the identified perceived threat has been thoroughly investigated and that the situation has been declared to be safe. (See form referenced in Paragraph 2.7.1.)
6. If emergency action is required to correct an unsafe situation that constitutes an immediate threat to employees or any other person, only qualified and properly instructed employees or persons will be permitted to correct such unsafe condition. Every possible effort must be made to control the hazard while this is being done.
7. When the issue has been resolved and the appropriate corrective action has been taken, the employee shall return to work. If the issue has not been resolved, proceed to the following stage.

Stage 2:

The manager of that section or, if not readily available, any other person with the necessary knowledge, skills, and experience who understands the task and associated risks must then review the risk assessment and mitigation plans and, where necessary, make changes to further reduce/treat/eliminate the risk. If the issue is resolved and the appropriate corrective action has been taken, the employee shall return to work.

If the issue has not been resolved, then the work will be considered as unsafe and cannot continue until the applicable Responsible Manager (BU/OU Manager) have introduced all steps to ensure the workplace is safe as defined in the Occupational Health and Safety Act, Eskom's policies, procedures and best practices.

Stage 3:

In a case, wherein, the employee is still unsatisfied or refuses to acknowledge the resolution of the threat, the matter shall be brought to the OU/BU Manager for resolution. If the matter cannot be resolved internally, the OU/BU Manager shall immediately notify the Provincial Inspector at the Department of Employment and Labour.

5.6 Site Establishment Requirements

Site establishment to include the following:

(a) FULLY FUNCTIONAL OFFICE WITH FURNITURE, AIR-CONS, MALE & FEMALE TOILETS, LOCKER ROOM WITH LOCKERS, PAD LOCKS FOR THE WHOLE CREW AND ENOUGH DAY-NIGHT LIGHTS. The offices to have the following:

- **Type of container-Quickspace.**
- Office for the Site Manager & the Quality Inspector.
- Office for the Safety Officers.
- Office for the Site Supervisors and the RP's.
- Eating area for the whole crew.
- Storage and tool room.

(b) And the Contractor to note the following for the offices and the locker room:

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- All DB Boards, cabling as required to couple from the *Employer's* supply points and the electrical cable connection specifications: 03 core, 6mm armouring cable (100m long cable will be needed).
- Power supply to be supplied by the *Employer* from existing Power Station supplies for the *Contractors* site where there are 220V, 15A and 380V, 64A power supplies within the station and in existing areas of the station.
- Certificate of Compliance for electrical installation to be kept in the *Contractor's* site documents for the duration of the contract.
- Certificate of Compliance for all the work that will be performed during establishment to be kept on site for the duration of the contract.
- Standard underground pipes of 100m to be connected to the existing toilet system.
- Only qualified Electricians and Plumbers will perform the tasks for site establishment. Certificates to be produced before commencement of work

(c) ALL OFFICES, LOCKER ROOM AND TOILETS IN THE CONTRACTOR'S SITE TO HAVE THE FOLLOWING:

- Enough windows with burglars in each window.
- Lights with switches and at-least 02 plugs in each office.
- Visible enough site signs, safety signs, and any other signs that are needed on site.

Note: This will become a part of Eskom property after the contract is completed, and an inspection will take place before payment is issued.

5.7 Quality constraints and management

5.7.1 Requirements

5.7.1.1 Quality Management System

(a) The *Contractor* Establish and implements a Quality Management System.
(b) The *Employe*r specifies the Quality Management Code.
(c) *Contracto*r ensures appropriate Quality requirements are placed on his Sub- contractors
(d) Notifies the *Employer* of any proposed changes to the Quality Management System.

5.7.1.2 Documents to be submitted with the tender.

(e) Signed Enquiry / Contract / Order Quality Requirements forms
(f) A CV of the contractors Quality Representative
(g) ISO 9001 Registration Certification of Compliance

5.7.2 Documents to be submitted after the Contract Award Date

The following documents to be submitted within two weeks after the contract award date and prior to commencement of work.

(a) One copy of the Quality Policy Manual.
(b) One copy of the Quality System Procedures.
(c) One controlled copy of the Contract Quality Plan
(d) One copy of a Quality Control Plan required for the commencement of work.

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(e) One copy of the proposed Quality Dossier and / or Data Book index.
(f) CVs of Quality Assurance and Quality Control personnel to be appointed for the Works.

5.7.3 Contract Quality Plan

(a) The *Contractor* prepares a Contract Quality Plan, for acceptance by the Agency. Any changes to the accepted Document shall be submitted as a proposed revision for acceptance.
(b) The *Contractor* prepares an index of Quality Control Plans as per scope of work. The Quality Control Plans to be submitted to the Project Manager, who will in consultation with Engineering-, Quality Department and Authority review, insert intervention Points and approve. Work may not commence until the plans are approved. Any Quality Control Plan that's been revised due to change of operation to be re-submitted for approval by all parties

5.8 Environmental Constraints and management

5.8.1 Requirements

The *Contractor* will be required to ensure that SHEQ policy 37-727 and Majuba's Environmental Statement of intent-ENV/STMT/01 works are carried out. The following environmental requirements are always complied with:

(a) Zero liquid effluent discharge.
(b) No chemicals will be dumped into the station drains or on the premises.
(c) No oil or waste will be dumped in an unauthorised area or unlicensed waste site.
(d) Asbestos will be handled and stored according to Act 15 of 1973 and its regulations.
(e) No materials or waste will be burnt on site. Hazardous substances shall be handled and stored according to the hazardous substances Act no 15 of 1973. No effluent shall be discharged into the public streams.
(f) *Contractors*' activities/ services shall be carried out as per procedure: Majuba Environmental Requirements for Contractors and Suppliers work instruction-ENV/GEN/SPEC/01.

5.8.2 Waste Disposal:

All waste introduced to and/or produced on the *Employer's* premises by the *Contractor* for this contract, must be handled in accordance with Majuba's Waste Management Work Instruction ENV/GEN/WI/12.

Bin/ Skips Colour	**Description**
White Bin	General waste
Red Bin	Hazardous waste
White Skip	General and non-compactable (e.g. wood) waste
Green Skip	Metal waste

5.8.3 Hazardous substances

If product is classified as a hazardous substance, safety data sheets must accompany delivery. In accordance with the Occupational Health and Safety Act (OHSA), Act 85 of 1993 section 10 and 11. If any hazard is identified by the *Contractor*, he must immediately inform the Employer.

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5.8.4 Scrap Removal

Scrap skips will be provided at set points. These are for scrap metal only and not for cement or any other form of debris. Scrap metal and rubber are stored in two different locations – please take note.

6. Procurement

6.1 People

6.1.1 Minimum requirements of people employed

SKILL	RELATED EXPERIENCE
Site Manager	Minimum of 3 years relevant experience in industrial cleaning environment Technical Diploma (N6/S4 Diploma)
Supervisors	Minimum of 3 years relevant experience in industrial cleaning environment Grade 12 or N3 technical with N5 minimum.
Drivers/equipment operators	1years related experience and Matric Valid driver's licence for equipment and valid operator's certificate for specific equipment.
Cleaners and Chute cleaners	1-year related experience in industrial cleaning and matric.
Safety Officers	3 years related experience in industrial cleaning. Safety Diploma or degree
RPs/ Authorised Supervisors	3 years relevant experience in industrial cleaning environment PSR training certificate and Matric or N3
Quality Inspector	3 years relevant experience in industrial cleaning environment Grade 12 and Quality Training.

6.1.2 BBBEE and Preferencing scheme

The company shall maintain or improve upon their current B-BBEE Contribution level for the duration of the contract. The supplier will be required to submit a new B-BBEE certificate within 3 months, should ownership of the company change during the life of the contract.

6.1.3 Supplier Development and Localisation (SD&L)

Exempted Enterprises with B-BBEE Contribution Level 1-2

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Criteria	Tenderer's offer
Subcontracting/ ED to EME's or SME's	30%
Total Sub-contracting	**30%**

6.1.4 General Requirements

(a) The Contractor recruits 100% of all new recruits, of general labour from Dr Pixley Ka Seme local municipality, using the recruitment form provided by the department of labour. Contact details and application forms will be provided by the Service Manager on request
(b) In an event that new recruits are not from the defined Dr Pixley Ka Seme municipality, the contractor needs to provide proof that the local municipality could not provide such individual.
(c) The contractor needs to update the employer as well as the department of labour, in the event that there is a change in the staff compliment e.g. dismissal, resignation, etc
(d) The contractor submits an updated monthly job statistics on the 1st day of each month, using the reporting template that is provided by the Service Manager.

6.1.5 Transporting of Staff

The Contractor must use transportation sourced from the Dr Pixley Ka Seme local taxi association.

6.1.6 SMMEs

The Contractor supports local Small, Micro and Medium Enterprises by purchasing your material locally where such material is available.

7. Working on the Affected Property

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

The Entry to site is only approved once the following is adhered to:

(a) The Contractors Safety file is to be approved by the Employer's Safety department.
(b) All personnel must undergo screening for Criminal records and outstanding warrants
(c) Site-specific induction is to be done by all personnel.

7.2 Permits

(a) The *Contractor* will ensure that he/she is informed of all the requirements of Eskom's Plant Safety Regulations and ORHVS and that he/she at all times comply to the requirements of these Regulations.
(b) The *Contractor* ensures that two of his supervisors are trained and authorised as Authorised Supervisors.
(c) Training is provided by Eskom Majuba and is done according to a schedule; thus, arrangements need to be made with the Service Manager well in advance.

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(d) Two supervisors should be authorised within 3 months of contract award.

7.3 People restrictions, hours of work, conduct and records

7.3.1 Hours of work

(a) Normal working hours is Eskom working hours:
  1 Monday to Thursday **07:30 - 16:45**
  2 Fridays **07:30 - 12:30**
(b) Outage working hours is:
  3 Monday to Friday **07:00 - 19:00**
(c) All Timesheets are to be kept for records purposes i.e. man-hours worked safely etc.
(d) Other hours will be determined as per critical path activities during outages/breakdowns.
(e) Overtime to be approved by the *Service Manager*
(f) Daily time sheet must be kept up to date of normal and overtime always worked.
(g) All overtime worked must comply with Eskom rest period requirements

7.4 Health and safety facilities on the Affected Property

There is a medical station on site and a fire and rescue service for assistance with serious incidents and treatment of all serious injuries during normal working hours. Emergency services are available during normal working hours by dialling **9222** from any site phone or else **017 799 2138** (**medical centre) 017 799 3192 (fire and rescue)** and available after hours by dialling **9222** from any site phone or else contacting **the Electrical Operating Desk (EOD) at 017 799 3803 (all hours).** However, the Contractor is expected to handle all minor incidents in-house by providing a first aider and a first aid kit.

7.5 Records of Contractor's Equipment

(a) The Contractor to declare all equipment and tools via a pre-set-up list at the main entrance, where removal permit will be issued by Security personnel.
(b) Contractor needs to have a list of inventories of their equipment on site.
(c) Proof of site entrance needs to be provided before equipment can be removed from site.

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8. Acceptance

This document has been seen and accepted by:

Note: Initials not acceptable

Full Name and Surname	Designation
Thambi Gazu	Manager Operating Support
Lucas Motloung	Middle Manager Operating (A)
Lumka Ntoyi	Senior Supervisor Tech Ops
Cebolenkosi Radebe	System Engineer

9. Revisions

Date	Rev.	Compiler	Remarks
July 2026	1	MM Modipa	First Issue.

10. Development Team

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

- Mike Modipa-Senior Supervisor Tech Ops
- Thulane Ndlovu- Supervisor Tech Ops
- Cebolenkosi Radebe- System Engineer
- Thambi Gazu

11. Acknowledgements (if applicable)

- Thulane Ndlovu.

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Appendix A – Eskom Life-Saving Rules

A.1 Life-Saving RulesLife-Saving_Rules.pdf

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