	Scope Of Work	Bulk Material Services
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Title: **Cleaning services for Kusile power station on an “as and when required basis”** Document Identifier:

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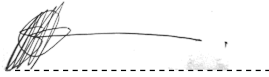


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Compiled by	Functional Responsibility	Authorized by
 Lucky Maponyane Site Manager	 Thabani Mlilo Project Manager	 NP Makhubele HOD- Coal Ops 2
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1. Introduction

Eskom Rotek Industries (ERI) , Bulk Material Services(BMS) has a Cleaning Operations contract with Generation at Kusile Power Station. The responsibility of the operations is on the Coal plant, Ash plant and FGD plant section.

1.1 Purpose

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

1.1.1 Applicability

This document shall apply to the site with attached addendum.

This document shall be effective from the authorisation date.

2. Normative/Informative References

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

2.1 Normative

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

2.2 Informative

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

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2.3 Definitions

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

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

2.4 Abbreviations

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

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Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
-	-

3. Supporting Clauses

3.1 Scope (Fixed plant Cleaning)

The scope of work is the provision of cleaning plant services for **the duration of 48 months, on an “as and when required basis”**, at Kusile Power Station Eskom Rotek Industries (ERI) Bulk Material Services (BMS)..

3.1.1 Sites generic scope

- The scope of work will include all Cleaning plant activities; this is cleaning of the Coal, Ash, Dust handling plant, FGD and Limestone at Kusile Power Station.
- Ash Plant Operations

3.1.2 Ash Plant Cleaning

- Provide Authorised Responsible Persons on all shifts on a 24 hour basis to take cleaning PTW. \
- This service delivery will include all Cleaning personnel, tools, equipment, site infrastructure and heavy machinery required to perform the task.
- Cleaning services will be full operation of the plant, 24 hours a day, based upon a 4 or 5 shift cycle.
- Cleaning services will be full operation of the plant, 24 hours a day, based upon a 4 or 5 shift cycle.
- Cleaning services will be full operation of the plant, 24 hours a day, based upon a 4 or 5 shift cycle.
- the development of cleaning procedures will be a joint venture between Medupi Power Stations and ERI BMS
- Supervision of all Cleaning activities at the Plant.

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- SSC cleaning the area under Permit to work, during breakdowns and/or outages.
- Handling coarse ash from the CAC to the Ash dams.
- Cleaning all Ash Plant conveyors.
- cleaning all Ash Transfer houses
- cleaning of total Ash plant and all spillages and blockages on the chutes.
- Loading of CAC emergency areas using Yellow Plant machines and recording of Yellow Plant meter readings. (Where applicable)
- Cleaning of all V-drain channels at the Ash plant.(Where applicable)
- Report defect to operating and/or maintenance section and log them into the system
- Record and/or quantify spillage at the Plant

4. ASH				
A.				
NO.	Area to be Cleaned	Method	Recommended Equipment	Frequency
1.	CAC 1,2,3,4,5,& 6	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
2.	TAC 1 & 2	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers 	Daily

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			<ul style="list-style-type: none"> • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
3.	Ash Silos 1-6	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
4.	OLC 1& 2	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat 	Daily

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			<ul style="list-style-type: none"> • Vacuum Truck 	
5.	RSC	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
6.	ESC	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
7.	ERC	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and	<ul style="list-style-type: none"> • Spade • Shovels • Brushes 	Daily

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		around the belt and transfer houses	<ul style="list-style-type: none"> • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
8.	Transfer Houses	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
B	FGD			
9.	Conveyor Belts	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer 	Daily

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			<ul style="list-style-type: none"> • High pressure washer • Bobcat • Vacuum Truck 	
10.	Dewatering lines	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
11.	Transfer Chutes	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
12.	Transfer Houses	Pick up rubbish, Clean Spillages,	<ul style="list-style-type: none"> • Spade 	

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		Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
C	Lime Stone			
13.	Conveyor Belts	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
14.	Lime stone Feeder	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows 	Daily

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			<ul style="list-style-type: none"> • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
15.	Lime Stone Feeder	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
16.	FDR	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily

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17.	VEE-DRAINS	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
18.	Limestone Stacker	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
D	Offices			
19.	Ash Offices	Sweep, Dust, Mop and wipe the floor.	Feather dusts, brooms, Cloth, mopping trolley and mops	Weekly
20.	Coal Stock yard Offices	Sweep, Dust, Mop and wipe the floor.	Feather dusts, brooms, Cloth, mopping trolley and mops	Daily

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21.	Limestone Offices	Sweep, Dust, Mop and wipe the floor.	Feather dusts, brooms, Cloth, mopping trolley and mops	Daily
22.	KCW Offices	Sweep, Dust, Mop and wipe the floor.	Feather dusts, brooms, Cloth, mopping trolley and mops	Daily

3.1.3 Coal Plant Cleaning

- Conveyors are to be cleaned on a continuous basis on the conveyors, drives, idlers, chutes, etc. to enable quick response preventing extended damage to equipment in case of failure or fouling.
- Cleaning of chutes and spillages
- Plant cleaning inspections to be conducted and check sheets submitted
- Raise defects notifications as and when required.

A	Coal Stock Yard			
NO	Area to be Cleaned	Method	Recommended Equipment	Frequency
23.	Conveyor belts.	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers 	Daily

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			<ul style="list-style-type: none"> • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
24.	Transfer Houses	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
25.	Stackers And reclaimers	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily

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26.	Buffalo Feeders	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none">• Spade• Shovels• Brushes• Rubber scrapers• Wheelbarrows• Leave blowers• Jack hammer• High pressure washer• Bobcat• Vacuum Truck	Daily
27.	Vee-Drains	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none">• Spade• Shovels• Brushes• Rubber scrapers• Wheelbarrows• Leave blowers• Jack hammer• High pressure washer• Bobcat• Vacuum Truck	Daily
28.	Park Homes	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none">• Spade• Shovels• Brushes• Rubber scrapers	Daily

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			<ul style="list-style-type: none"> • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
F	Coal Silo			
NO	Area to be Cleaned	Method	Recommended Equipment	Frequency
29.	Under Silo conveyor belts	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses.	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
30.	Inclined conveyor belts		<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer 	Daily

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			<ul style="list-style-type: none"> • High pressure washer • Bobcat • Vacuum Truck 	
31.	Cross conveyor Belts	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
32.	Take up Areas	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
33.	Transfer House 8 and 9	Pick up rubbish, Clean Spillages,	<ul style="list-style-type: none"> • Spade 	Daily

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		Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
34.	Transfer Chutes	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
B	FGD			
35.	Conveyor Belts	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows 	Daily

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			<ul style="list-style-type: none"> • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
36.	Dewatering lines	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
37.	Transfer Chutes	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily

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38.	Transfer Houses	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
C	Lime Stone			
39.	Conveyor Belts	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
40.	Lime stone Feeder	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and	<ul style="list-style-type: none"> • Spade • Shovels • Brushes 	Daily

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		around the belt and transfer houses	<ul style="list-style-type: none"> • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	
41.	Lime Stone Feeder	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
42.	FDR	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer 	Daily

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			<ul style="list-style-type: none"> • Bobcat • Vacuum Truck 	
43.	VEE-DRAINS	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
44.	Limestone Stacker	Pick up rubbish, Clean Spillages, Offloading of the conveyors, unblocking of Chutes and Grass Cutting along and around the belt and transfer houses	<ul style="list-style-type: none"> • Spade • Shovels • Brushes • Rubber scrapers • Wheelbarrows • Leave blowers • Jack hammer • High pressure washer • Bobcat • Vacuum Truck 	Daily
D	Offices			
45.	Ash Offices	Sweep, Dust, Mop and wipe the floor.	Feather dusts, brooms, Cloth, mopping trolley and mops	Weekly

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46.	Coal Stock yard Offices	Sweep, Dust, Mop and wipe the floor.	Feather dusts, brooms, Cloth, mopping trolley and mops	Daily
47.	Limestone Offices	Sweep, Dust, Mop and wipe the floor.	Feather dusts, brooms, Cloth, mopping trolley and mops	Daily
48.	KCW Offices	Sweep, Dust, Mop and wipe the floor.	Feather dusts, brooms, Cloth, mopping trolley and mops	Daily

3.1.4 FGD CLEANING

3.2 PERFORMANCE SPECIFICATION

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

3.2.1 Working times

- The work hours will be on shift cycle basis.
- The day shifts are either 8hrs or 12hrs on either 4 or 5 shift cycle.
- The shift cycle is either 4 shift or 5 shift and Site dependent
- Employees shall be expected to do standby.
- The maximum number of hours to be paid per month is 198hrs on a basic rate of pay.
- A shift allowance of 15% of the basic rate of pay.
- Overtime shall be paid in accordance with the current directive that is capped at 64hrs per month.
- The supplier shall provide a cover in case someone is on leave at their own cost.

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- The payment of the shift workers shall be aligned to what is prescribed as per the Basic Conditions of employment act

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3.3 Roles and Responsibilities

3.3.1 Cleaning Supervisor

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

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3.3.2. General Worker/ Cleaner

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

4.1.1 Required PPE (Specification to be supplied under SHEQ)

- Overalls-specific to activity
- Safety boots
- 3-point chin strap hard hat

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- Gumboots
- Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs
- Dust masks
- Cloth masks
- Respirators

All specialised PPE will be provided by ERI

4.1.2 Required Tools/Resources

- All Operation staff tools used in the trade for an individual competency. This is a minimum requirement for the contract in terms of skill requirement.
- Other tools and workshops to be provided by the employer in order for the contractor to execute the scope within quality, time and cost effective methodology.
- Safety boots
- 3-point chin strap hard hat
- Gumboots
- Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs
- Dust masks
- Cloth masks
- Respirators

All specialised PPE will be provided by ERI

4.1.3 Required Tools/Resources

- All Operation staff tools used in the trade for an individual competency. This is a minimum requirement for the contract in terms of skill requirement.

CONTROLLED DISCLOSURE

- Other tools and workshops to be provided by the employer in order for the contractor to execute the scope within quality, time and cost effective methodology.

5. Cleaning methodology

Sites to provide cleaning philosophies which will be incorporating the contractor cleaning methodologies and strategies as per site specific requirements

6. Management strategy and start up

6.1 The Contractor's plan for the service

Cleaning services schedule to be supplied by the Contractor after they have been given the maintenance plans by the employer.

6.2 Management meetings

There will be a monthly meeting for the *Contractor* with the *Employer* held at the *Employer's* premises where contract issues will be discussed i.e. monthly report form the *Contractor* which will include safety meetings, call-out report, incident report an any other issues relating to the service being delivered. The following meetings are to be attended by the *Contractor's* Supervisor:

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

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

6.3 Contractor's management, supervision and key people

The *Contractor's* staff structure – supervisors and workforce is to be submitted in the form of an organogram. The employer must approve any changes to such staff structure, and after the approval the contractor shall submit an updated staff structure.

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

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

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

6.4 Documentation control

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The service provider shall submit all proof of purchase, SHE bin certificates, time sheets and delivery note to the employer for assessment. Cleaning control sheets to be signed after each cleaning is completed (in respect of the COVID 19 pandemic) When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Rotek Industries SOC Ltd.

6.5 Invoicing and payment

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

6.6. Contract change management

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

6.7 Records of defined cost to be kept by the Contractor

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

6.8 Training workshops

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

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7. Health, Safety, Environment and Quality assurance

7.1 Health and safety risk management

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

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

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

The Contractor implements a safety plan and maintains the safety system until completion of the whole of the works. The plan, will as a minimum, contain PPE information, written safe work procedures, job specific risk assessments, safety meetings, etc. The plan will be to the Employer's satisfaction and will be accepted prior to the commencement of any work.

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

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

7.2 Environmental constraints and management

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

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

8. Quality assurance requirements

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

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

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

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

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

8.1 People

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

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

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

8.2 Correction of defects

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

8.3 Plant & Materials provided by the Employer

- a. Water and Electricity
- b. Lighting and Ventilation

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- c. Ablution facilities
- d. Sitting facilities
- e. Kitchen facilities
- f. All required tools
- g. Specialised PPE

NB: The *Contractor* will be responsible for their meals, own accommodation and transport to and from the place of work.

9. Working on the Affected Property

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

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

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

9.2 People restrictions, hours of work, conduct and records

The *Contractor* will carry out the *Works* on an 8 hour basis. Work on Saturdays, Sundays and Public Holidays will be as and when required.

9.3 Documentation control

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 - Safety, Health and Environment Representative (SHE Rep.)
 - Applying SHE Principles and Procedure
 - Hazard Identification and Response
 - First Aid level 1

10. List of drawings

N/A

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11. Acceptance

This document has been seen and accepted by:

Name	Designation
Avhasei Mudzwiri	HOD Coal Ops 3-Acting
Ntwanano Makhubele	HOD Coal Ops 2

10. Revisions

Date	Rev.	Compiler	Remarks
May 2022	1	L Maponyane	No existing work instruction

12. Development Team

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

- L Maponyane
- S Hlungwani

13. Acknowledgements

None

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