

## PART 3: SCOPE OF WORK

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## C3.1: EMPLOYER'S SERVICE INFORMATION

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# 1 Description of the service

## 1.1 Executive overview

Service and Maintenance of Fire Equipment/Extinguishers

## 1.2 Employer's requirements for the service

### SERVICE AND MAINTENANCE OF FIRE EQUIPMENT/EXTINGUISHERS

DESCRIPTION	FREQUENCY
SERVICE AND MAINTAIN 1,5 -9KG DCP EXTINGUISHER	AS & WHEN REQUIRED
SERVICE AND MAINTAIN 2 – 5KG CO2 EXTINGUISHERS	AS & WHEN REQUIRED
PRESSURE TEST 1,5 – 9KG DCP EXTINGUISHERS	AS & WHEN REQUIRED
PRESSURE TEST 2 – 5KG CO2 EXTINGUISHERS	AS & WHEN REQUIRED
RECHARGE CO2 PER 5KG	AS & WHEN REQUIRED
RECONDITIONING OF ALL DCP EXTINGUISHERS 1,5 – 9KG	AS & WHEN REQUIRED
RECONDITONING OF ALL CO2 EXTINGUISHERS 2 – 5KG	AS & WHEN REQUIRED
TESTING AND RECONDITIONING OF ALL INLINE INDUCTORS	AS & WHEN REQUIRED
TEST AND SERVICE OF FIRE HOSE REELS	AS & WHEN REQUIRED
REPLACEMENT OF FIRE HOSE REELS	AS & WHEN REQUIRED
PRESSURE AND VACUUM TEST OF SUCTION RUBBER HOSES 75MM TO 100MM	AS & WHEN REQUIRED
HYDROSTATIC TEST 300 BAR BA CYLINDERS & CERTIFICATION	AS & WHEN REQUIRED
INTERNAL VISUAL INSPECTION & CERTIFICATION	AS & WHEN REQUIRED
REFILL 300 BAR BA CYLINDERS	AS & WHEN REQUIRED
SUPPLY OF BA CYLINDER CARBON COMPOSITE (DARGER)	AS & WHEN REQUIRED
PRESSURE TESTING OF SCBA FACE MUSK & REGULATOR	AS & WHEN REQUIRED
SUPPLY OF SCBA FACE MUSK, REGULATOR AND BACK PACK (DRAGER)	AS & WHEN REQUIRED
DERUSTING/CHEMICAL TREATMENT OF BA CYLINDERS	AS & WHEN REQUIRED
SERVICE OF PORTABLE PUMP	AS & WHEN REQUIRED
SERVICE OF HYDRAULIC RESCUE SET HOLMATRO & CERTIFICATION	AS & WHEN REQUIRED
INSPECTION AND SERVICE OF VETTERBAGS	AS & WHEN REQUIRED
VACUUM PRESSURE AND DELIVERY TEST OF VEHICLE PUMP & CERTIFICATION	AS & WHEN REQUIRED
ENGINE SERVICE OF FIRE TRUCK	AS & WHEN REQUIRED
SERVICE OF SMALL GEAR; - CARB CUTTER - PORTABLE GENERATOR - PPV FAN	AS & WHEN REQUIRED
SCBA COMPRESSOR SERVICE & CERTIFICATION	AS & WHEN REQUIRED
LADDER TEST & CERTIFICATION	AS & WHEN REQUIRED
ON BOARD TRUCK FIRE PUMP SERVICE & CERTIFICATION	AS & WHEN REQUIRED
SERVICE SKID UNITS	AS & WHEN REQUIRED
SUPPLY FIRE HOSE REELS BOXES/SOCK	AS & WHEN REQUIRED

SUPPLY OF DRIP TORCH FIRE STARTER 5L TANK	AS & WHEN REQUIRED
SUPPLY FIRE HYDRANT WHEEL/ VALVE	AS & WHEN REQUIRED
SUPPLY PITOT TUBE FOR STATIC AND FLOW TEST OF FIRE HYDRANT	AS & WHEN REQUIRED
CALIBRATION OF PITOT TUBE	AS & WHEN REQUIRED
PROVISION OF FIRE HYDRANT RUBBER SEALS	AS & WHEN REQUIRED
SUPPLY NOZZLES WARRIOR PISTOL GRIP 115-475LPM (SSS TEETH)	AS & WHEN REQUIRED
SPEAR BRANCH	AS & WHEN REQUIRED
SUPPLY 600L SKID UNIT	AS & WHEN REQUIRED
WARRIOR FOAM NOZZLE	AS & WHEN REQUIRED
SUPPLY OF PORTABLE OSCILLATING GROUND MONITOR 400-2000L/M (UNMANNED)	AS & WHEN REQUIRED
<b>OEM SPARES DCP EXTINGUISHER</b>	
A. VALVE ASSEMBLY COMPLETE	AS & WHEN REQUIRED
B. PRESSURE GAUGE	AS & WHEN REQUIRED
C. DISCHARGE HOSE	AS & WHEN REQUIRED
D. VALVE SEAT	AS & WHEN REQUIRED
E. SEAL RING	AS & WHEN REQUIRED
F. INSTRUCTION LABEL	AS & WHEN REQUIRED
G. MONTHLY INSPECTION STICKER	AS & WHEN REQUIRED
H. SUPPLY 9KG, 4,5KG EXTINGUISHER	AS & WHEN REQUIRED
I. SUPPLY 4,5KG EXTINGUISHER	AS & WHEN REQUIRED
J. SUPPLY 1,5KG EXTINGUISHER	AS & WHEN REQUIRED
K. SUPPLY FIRE EXTINGUISHER 1,5KG VEHICLE BRACKET	AS & WHEN REQUIRED
L. SUPPLY FIRE EXTINGUISHER HOOK	AS & WHEN REQUIRED
M. SUPPLY OF FIRE EXTINGUISHER BOXES	AS & WHEN REQUIRED
N. SUPPLY OF FIRE EXTINGUISHER JACKET	AS & WHEN REQUIRED
<b>OEM SPARES CO2 EXTINGUISHERS</b>	
A. VALVE ASSEMBLY COMPLETE	AS & WHEN REQUIRED
B. SAFETY DISC	AS & WHEN REQUIRED
C. DISCHARGE HORN	AS & WHEN REQUIRED
D. INSTRUCTION LABEL	AS & WHEN REQUIRED
E. MONTHLY INSPECTION LABEL	AS & WHEN REQUIRED
F. SUPPLY 5KG EXTINGUISHER	AS & WHEN REQUIRED
G. SUPPLY 2KG EXTINGUISHER	AS & WHEN REQUIRED
H. FIRE EXTINGUISHER HOOK	AS & WHEN REQUIRED
<b>OEM SPARES FIRE HOSE REELS</b>	
A. STOP VALVE	AS & WHEN REQUIRED
B. 30M PVC HOSE	AS & WHEN REQUIRED
C. GLAND PACKING	AS & WHEN REQUIRED
D. NOZZLE	AS & WHEN REQUIRED

E. CLAMPS	AS & WHEN REQUIRED
F. INSTRUCTION LABEL	AS & WHEN REQUIRED
G. MONTHLY INSPECTION STICKER	AS & WHEN REQUIRED
H. REPLACEMENT REEL	AS & WHEN REQUIRED
<b>OEM SPARES DELIVERY HOSES</b>	
A. MALE COUPLING BIC OR NST FITTINGS	AS & WHEN REQUIRED
B. FEMALE TORZ COUPLING	AS & WHEN REQUIRED
C. BINDING	AS & WHEN REQUIRED
D. RUBBER SEAL	AS & WHEN REQUIRED
E. REPLACEMENT LUG	AS & WHEN REQUIRED
F. SUPPLY RUBBER FIRE HOSE 38mm/ 30m length (working pressure 15psi, test pressure 25psi)	AS & WHEN REQUIRED
G. SUPPLY RUBBER FIRE HOSE 65mm/ 30m length (working pressure 15psi, test pressure 25psi)	AS & WHEN REQUIRED
H. REPLACEMENT HOSE 38mm	AS & WHEN REQUIRED
<b>OEM SPARES SUCTION HOSES</b>	
A. SEAL	AS & WHEN REQUIRED
B. COUPLING	AS & WHEN REQUIRED
C. BINDING OF FIRE HOSE	AS & WHEN REQUIRED
<b>OEM SPARES BA CYLINDERS</b>	
A. VALVE ASSEMBLY COMPLETE	AS & WHEN REQUIRED
B. SEALS	AS & WHEN REQUIRED
<b>OEM SPARES INLINE INDUCTORS</b>	
A. SYPHONE TUBE	AS & WHEN REQUIRED
B. INDUCTION VALVE ASSEMBLY	AS & WHEN REQUIRED
C. MALE COUPLING	AS & WHEN REQUIRED
D. FEMALE COUPLING	AS & WHEN REQUIRED
E. SEPARATE LUG FOR INSTANTANEOUS COUPLING	AS & WHEN REQUIRED
F. SEAL FOR 65MM INSTANTANEOUS COUPLING	AS & WHEN REQUIRED
G. SEAL FOR INDUCTION VALVE ASSEMBLY	AS & WHEN REQUIRED
H. REPLACEMENT OF IRREPAIRABLE INDUCTOR 225	AS & WHEN REQUIRED
I. REPLACEMENT OF IRREPAIRABLE INDUCTOR 450	AS & WHEN REQUIRED
<b>OEM SPARES HYDRAULIC RESCUE SET</b>	
A. SPREADER TIPS	AS & WHEN REQUIRED
B. SPREADER ARMS	AS & WHEN REQUIRED
C. CUTTER BLADES	AS & WHEN REQUIRED
D. HYDRAULIC OIL	AS & WHEN REQUIRED
E. CARBURETOR KIT	AS & WHEN REQUIRED

F. PULL START MECHANISM	AS & WHEN REQUIRED
G. INTERNAL PISTON	AS & WHEN REQUIRED
H. OIL SEAL	AS & WHEN REQUIRED
I. QUICK RELEASE COUPLING	AS & WHEN REQUIRED
J. HIGH PRESSURE HOSE	AS & WHEN REQUIRED
K. SPARK PLUG	AS & WHEN REQUIRED
<b>OEM SPARES PORTABLE PUMP</b>	AS & WHEN REQUIRED
A. GLAND PACKING	AS & WHEN REQUIRED
B. GAUGES	AS & WHEN REQUIRED
C. PRIMER OIL	AS & WHEN REQUIRED
D. PRIMER	AS & WHEN REQUIRED
E. PRIMER BELLY	AS & WHEN REQUIRED
F. SPARK PLUG	AS & WHEN REQUIRED
G. DISCHARGE VALVE	AS & WHEN REQUIRED
<b>OEM SPARES AIRBAGS</b>	
A. O RINGS	AS & WHEN REQUIRED
B. AIRBAG REPLACEMENT 16 TON	AS & WHEN REQUIRED
C. AIRBAG REPLACEMENT 32 TON	AS & WHEN REQUIRED
D. AIRBAG REPLACEMENT 64 TON	AS & WHEN REQUIRED
E. GAUGES	AS & WHEN REQUIRED
F. HIGH PRESSURE AIR PIPE WITH QUICKRELEASE COUPLING	AS & WHEN REQUIRED
G. SCREW IN CONNECTION TO CONNECT TO BA CYLINDER	AS & WHEN REQUIRED

### 1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
OBL	Outside battery limits
SAIB	Automatic Sprinkler Inspection Bureau
SAQCC	South African Qualification & Certification Committee
SOW	Scope Of Work

## 2 Management strategy and start up.

### 2.1 The *Contractor's* plan for the service

The contract is for as and when required.

### 2.2 Management meetings

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Kick off	Once after Contract	Arnot Power station	
Risk register and compensation events	As and when required and at both parties convenience	Either at Arnot or Supplier's premises	Employer and Contractor
Overall contract progress and feedback	As and when required and at both parties convenience	Either at Arnot or Supplier's premises	<i>Employer and Contractor</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the service. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

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

### 2.3 *Contractor's* management, supervision and key people

- Three SAQCC Technician

### 2.4 Provision of bonds and guarantees

No bond of guarantees required.

### 2.5 Documentation control

- All communication should be formally written and filed, for history reference, communication should be in the meetings and minutes be recorded in writing, communication can also be via emails.
- All Job cards to be signed by the client and send to Service Manager to prepare monthly assessment



## 2.6 Invoicing and payment

The Z clauses make reference to invoicing procedures stated here in this Service Information. Also include a list of information which is to be shown on an invoice.

Within 2 days of receiving a payment certificate/assessment from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* signed payment certificate

The *Contractor* shall address the tax invoice to

\_\_\_\_\_ and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required)

Add procedures for invoice submission and payment (e. g. electronic payment instructions)

## 2.7 Contract change management

The Contractor will need to notify the employer if he notice anything that is not included in the scope of work and vice versa .This section is intended to deal with any additional requirements to the compensation event clauses in section 6 of the core clauses; such as the use of standard forms

## 2.8 Records of Defined Cost to be kept by the Contractor

The Contractor should keep all the receipts as a record for the purpose of reimbursement of the equipment or activity that was not included in the original SOW.

## 2.9 Insurance provided by the Employer

N/A

## 2.10 Training workshops and technology transfer

N/A

## 2.11 Design and supply of Equipment

N/A

## 2.12 Things provided at the end of the service period for the Employer's use

### 2.12.1 Equipment

N/A.

### 2.12.2 Information and other things

Clause 70.2 requires that information and other things which the *Contractor* is to provide at the end of the *service period* be stated in the Service Information.

## 2.13 Management of work done by Task Order

Only use this heading if Option X19 applies to this contract.

In some cases all work may be done in terms of Task Orders in which case it may be logical to move this section closer to the start of this part 2 of the Service Information. In some cases only parts of the *service* may require to be handled by Task Order, for example a major repair which has become necessary during a continuous maintenance service contract.

Please read Option X19 before drafting requirements here as much of the procedure for the administration of Task Orders is already provided in X19, for example X19.2 specifies what a task Order should include

A Task Order format could be provided in an Annexure to this Service Information.

Many considerations can apply to Task Orders, such as availability of resources, arrangements for emergency work, Task Order reporting (work carried out and service results), assessment of additional Prices for *service* not included in the Price List etc.

Clause X19.6 requires information which should be included on a Task Order programme.

Further requirements for Task Orders include things to be provided by the *Employer* under a Task Order and the conditions under which the *Employer* or Others are to work.

### 3 Health and safety, the environment and quality assurance

#### 3.1 Health and safety risk management

In addition to the requirements of the laws governing health and safety, Eskom may have some additional requirements particular to the *service* and the Affected Property for this contract. The text below provides for these being attached as an Annexure to this Service Information. PLEASE ALSO READ CORE CLAUSE 27.4 TOGETHER WITH Z7 IN THE ADDITIONAL CONDITIONS OF CONTRACT TO MAKE SURE THAT WHATEVER IS INCLUDED IN THE ANNEXURE FOLLOWS ON FROM THOSE CLAUSES.

The Divisional/Regional Safety Risk Manager or his representative having jurisdiction over the *service* must provide the relevant safety, health and environmental (SHE) criteria for incorporation into this Service Information. The SHE specification / scope must be signed off by the Divisional/Regional Safety Risk Manager or his representative confirming that the applicable safety criteria have been taken into account.

The Commodity Manager / Buyer must refer the tender to the Divisional/Regional Safety Risk Manager or his representative in order to evaluate against enquiry-specific safety criteria.

The Divisional Safety Risk Managers who will be responsible for the allocation of resources to assist P&SCM with the above processes are as follows:

- Generation: Roley McIntyre
- Transmission: Tony Patterson
- Distribution: Alex Stramrood
- Enterprises: Jace Naidoo
- Corporate: Kerseri Pather

The *Contractor* shall comply with the health and safety requirements contained in Occupational Health and safety Act 85 of 1983.

#### 3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated in Occupational Health and safety Act 85 of 1983.

#### 3.3 Quality assurance requirements

All the equipment to be tested and serviced at the SANS certified workshop

## 4 Procurement

There is a cross reference from the core clause 11.2(6) definition of Disallowed Cost to the Service Information regarding procurement procedures. These parts of the Service Information MUST include any such procedures to be able to administer Disallowed Cost.

### 4.1 People

#### 4.1.1 Minimum requirements of people employed

All personnel must be SAQCC registered and the Company must be registered at the Local Municipality Fire Brigade as a Fire Equipment Servicing Company.

#### 4.1.2 BBBEE and preferencing scheme

Specify constraints which *Contractor* must comply with after contract award in regard to any Broad Based Black Economic Empowerment (B-BBEE) or preferencing scheme measures.

#### 4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)

If the ASGI-SA requirements are to be included in this contract specify constraints which *Contractor* must comply with after contract award in regard to any ASGI-SA requirements. The ASGI-SA Compliance Schedule completed in the returnable tender schedules is reproduced here. If ASGI-SA does not apply, delete this paragraph.

The *Contractor* complies with and fulfils the *Contractor's* obligations in respect of the Accelerated and Shared Growth Initiative - South Africa in accordance with and as provided for in the *Contractor's* ASGI-SA Compliance Schedule stated below

[Insert the agreed ASGI-SA Compliance Schedule here]

The *Contractor* shall keep accurate records and provide the *Service Manager* with reports on the *Contractor's* actual delivery against the above stated ASGI-SA criteria. [Elaborate on access to and format of records and frequency of submission etc.]

The *Contractor's* failure to comply with his ASGI-SA obligations constitutes substantial failure on the part of the *Contractor* to comply with his obligations under this contract.

### 4.2 Subcontracting

#### 4.2.1 Preferred subcontractors

It is preferred that no subcontracting is allowed.

#### 4.2.2 Subcontract documentation, and assessment of subcontract tenders

N/A

#### 4.2.3 Limitations on subcontracting

N/A.

#### **4.2.4 Attendance on subcontractors**

N/A

### **4.3 Plant and Materials**

#### **4.3.1 Specifications**

Plant and Materials are defined as items intended to be included in the Affected Property. This will refer to replacement of worn or defective parts, routine replacement as part of regular preventative maintenance and supply of spare parts. Quality is usually designed in or specified in the technical specifications. However to cover circumstances where quality may not be prescribed, this sub-paragraph could also be used to state an overarching default requirement – fitness for purpose etc.

Either specify here or provide a list of the applicable specifications and attach them as Annexure or state where they can be obtained from.

All spares to be OEM parts as indicated in Scope of Work

#### **4.3.2 Correction of defects**

State any constraints when dealing with defective Plant and Materials such as how repairs are carried out - can the item be fixed up or must it be replaced by a new one.

All equipment is to be serviced and repaired as far as possible. Equipment may only be replaced if irreparably damaged or worn.

#### **4.3.3 Contractor's procurement of Plant and Materials**

The *Employer* may require warranties from suppliers to be in favour of the *Employer* and not just to the *Contractor*. The *Employer* may also need schedules of vendor data for his own use after the end of the *service period*.

All costs as per the price list in the scope of work must include transport costs. Transport costs are not to be submitted as a separate item

#### **4.3.4 Tests and inspections before delivery**

Core Clause 41.1 makes reference to the Service Information stating which Plant and Materials are to be inspected and tested before delivery. Specify any requirements particularly if such tests and inspections are to be carried out by agents of the *Employer* overseas.

#### **4.3.5 Plant & Materials provided "free issue" by the *Employer***

The contractor must collect all equipment and transport it to their premises, where the services will be performed.

The contractor must again transport all equipment back to the employer's site after completion of the services.

All equipment will be collected and delivered at the Fire Station at the Employer's premises.

## 5 Working on the Affected Property

Contractor servicing workshop must be SABS approved.

### 5.1 *Employer's* site entry and security control, permits, and site regulations

- Contractor must adhere to the requirements of the specific site in order to gain access
- Contractor to ensure that their Safety File is approved and all personnel who will work on site undergoes induction
- The Limited Access Register must also be completed when personnel are doing inspections in limited access areas.

### 5.2 People restrictions, hours of work, conduct and records

Restrictions and hours of work may apply on some sites. It is very important that the *Contractor* keeps records of his people working on the Affected Property, including those of his Subcontractors. State that the *Service Manager* shall have access to them at any time. These records may be needed when assessing compensation events.

N/A

### 5.3 Health and safety facilities on the Affected Property

Section 3 deals with contractual H & S requirements in addition to those of the OHSA Act. This section allows the *Employer* to state what measures are to be taken on the Affected Property by describing where First Aid facilities provided by the *Employer* are located and any other emergency arrangements. Do not use if already addressed in 2.3.

### 5.4 Environmental controls, fauna & flora

This sub-paragraph may not be required in a service contract or if these matters are dealt with in the general environmental requirements referred to in section 3 above.

### 5.5 Cooperating with and obtaining acceptance of Others

This sub-paragraph could be used to deal with two issues.

- 1) The reference from core clause 25.1 about cooperation generally as well as details about Others with whom the *Contractor* may be required to share the Affected Property. See clause 11.2(9) for the definition of Others.
- 2) Requirements for liaison with and acceptance from statutory authorities or inspection agencies.

### 5.6 Records of *Contractor's* Equipment

This sub-paragraph is intended to address how records are to be kept of Equipment on Site including whether it is owned or hired. Include any constraints about scaffolding, rigs, heavy lifts and cranes, including removal from the Affected Property.

All inventory list of the Contractor's equipment must be available at all times and all equipment must be declared as per access requirements at the Employer's premises.

Removal of equipment must also follow the removal permit system implemented at the Employer's premises.

## 5.7 Equipment provided by the *Employer*

N/A.

## 5.8 Site services and facilities

### 5.8.1 Provided by the *Employer*

- The Employer will provide facilities like ablution facilities and office for administrative duties
- The Contractor shall provide everything else necessary for providing the service

### 5.8.2 Provided by the *Contractor*

Describe what the *Contractor* is to provide in the way of accommodation, laboratories, storage, vehicles and office equipment for the *Service Manager* and any restrictions or minimum requirements concerning the *Contractor's* own facilities. Also state what happens to these facilities upon completion of the contract.

- Contractor shall provide own accommodation, transport, testing equipment and stationery for their personal
- The Contractor will provide appropriate PPE for their personnel
- Services will be performed at the Contractor's site except for inspections at the Employer's premises

## 5.9 Control of noise, dust, water and waste

State requirements, if any.

N/A

## 5.10 Hook ups to existing works

State any constraints

## 5.11 Tests and inspections

### 5.11.1 Description of tests and inspections

Describe the tests and inspections to be carried out by the *Contractor* and the *Service Manager* and others [40.1].

- Tests to be carried out as per the detailed list of tests contained in the Scope of Work

### 5.11.2 Materials facilities and samples for tests and inspections

State what materials facilities and samples for tests and inspections the *Contractor* and the *Employer* are to provide, per core clause 40.2.

- The Contractor is to ensure that all pressure tests must be completed in a SABS approved facility and that records of these are kept for future referencing purposes.

6 List of drawings

6.1 Drawings issued by the Employer

This is the list of drawings issued by the Employer at or before the Contract Date and which apply to this contract.

Drawing number	Revision	Title
N/A		