

SCOPE OF WORK

Physical / Static Guarding and foot patrols, armed response, escorting and monitoring services and Tactical Response Services

The unarmed, armed and tactical response trained guards to perform the guarding duties at the following Eskom TX Grids:

- KZN
- Northern Grid
- Central Grid
- Cape Grid
- MP Grid

PDP has a total of 88 approved projects for the next 3 years and security in most cases are provided by the principal contractor or sub-contractors. Services that will be provided by Eskom are adhoc services based on certain risks. The following risk will be considered for these services:

- Community protest
- Intimidation of Eskom staff
- Contractor leaving site due to bankruptcy or financial disputes with Eskom
- Strike actions labour related
- Threats made against Eskom staff
- General protection of Eskom assets during change of contractors within the project lifecycle.

1. Static Guarding

1.1 Guard Duties

- a) Observe surroundings
- b) Report suspicious incidents/activities/occurrences
- c) Render guarding services at special events (e.g. general overall)
- d) Alcohol testing on sites

1.2 Visitor Management

- a) Positive identification at all times (SA ID, passport, drivers licence)
- b) Recording of visitors details electronically or manually
- c) Confirm appointment and/or all visitors must be accompanied by a host at all times
- d) Facilitation of visitors (receipt and exit by host)

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- e) Declaration of equipment, issuing of permits
- f) Prohibited items (rules/ regulations applicable)
- g) Random searches

1.3 Eskom Employees

- a) Only by means of Eskom ID card
- b) Employees w/o cards will be treated as visitors and details recorded accordingly
- c) Removal permits
- d) Random searches
- e) Prohibited items
- f) Declaration of equipment

1.4 Vehicle Control

- a) ID (employee/ Contractor/ visitor)
- b) Drivers
- c) Confirmation of appointment
- d) Random searches
- e) No unnecessary use of disabled/ reserved parking spaces

1.5 Patrols

Patrol routes and times will vary according to site requirements however the following is applicable:

- a) Patrols must be recorded in the OB and if suitable security technology
- b) Purpose of patrol must be clear (areas of importance)
- c) Determine equipment required
- d) Check strategic points against patrol report.
- e) Report and record irregularities, report and record all deviations.
- f) Secure scenes of crime and/or incidents.
- g) Respond to alarms on perimeter fence and report.
- h) Monitor the movement of suspicious vehicles/people and report

2. Armed response - Adhoc Services

The armed response company security officers must comply with all requirements as stipulated in terms of PSIRA and other applicable legislation. All response officers must use the stipulated personal protective clothing .The Body Armour must meet the specifications as stipulated as SA MIX 111 for Ballistic Resistance of Body Armour as well as have all equipment required to do the work to respond to all alarm activations.

For the provision of armed response services by trained and competent security officers, the following is required:

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- a) The premises from which the Reaction Officers (RO) operates must comply with local municipal regulations regarding the operation of such business and proof of this must be available and supplied to the *Employer* at the start of the contract.
- b) Where domestic premises are used for satellite bases these must provide for a dedicated sector for business and operational purpose and must comply with local municipal and health regulations.
- c) A satellite base is a premise where Reaction Vehicles (RV) park out of service, or changeovers take place. Changeovers must be in accordance with the Firearms Control Act.

2.1 Shift Relief/ Hand over Procedure

A formal Shift relief handover will be done daily as prescribed below:

- a) A Security Officer shall not leave his/her post of duty unless his/her relief has arrived.
- b) The Security Officer taking over must satisfy himself/herself that all is in order before accepting full responsibility. He/she must check that any equipment, torches, two-way radios, telephones, firearms, etc are on hand and in operational order. He/she must also ensure that all required registers are up to date and on hand. Should there be any keys on hand, these must also be checked. The Security Officer taking over duty must make an appropriate entry in the OB thereby verifying that all is in order at shift take-over. Any shortcomings must be reported to the security supervisor and *Employer*. It must also be recorded in the OB.
- c) On sites where security Officers perform patrol duties, the security Officers going off duty and the one reporting for duty will do one patrol together to ensure that all is in order before duty is handed over.
- d) The Security Officer going off duty must stay and witness the Security Officer taking over. He/she must make an entry in the OB stating his/her name and that he/she has handed over duty and full responsibilities to the new officer, stating his/her name. He/she must also state everything is in order and all equipment used is operational.
- e) The new security officers must make an OB entry confirming that duty and responsibility have been taken over. He/she must also confirm that everything is in order and all equipment is on hand and operational.

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2.2 Security Registers

- a) The *Employer* will decide what security registers are required at each security post. In general the following security registers will be required: Occurrence Book and Visitors Register. The security register requirements are not limited to the aforementioned list. Where circumstances dictate any other type of register, the *Employer* will inform the contractor accordingly of the relevant register requirement.
- b) All security registers and Occurrence Books are to be purchased by the Contractor. All registers and Occurrence Books shall remain the property of Eskom. The contractor shall not place a security register on site unless the format thereof has been agreed to by the *Employer*. All completed registers will be kept by the *Employer* for the period of five years.
- c) The *contractor* must ensure that the correct security registers are required on site are available at each security post at all times.
- d) Occurrence Books (OB) must be kept at all security posts. All security related incidents and any unusual occurrences must be recorded per OB reference number in adequate detail for easy understanding. All visits by the *EMPLOYER* or Contractor's supervisors and management and armed response Contractor must be recorded in the OB by the person visiting the site. The SO on duty must counter sign the entry.
- e) The security officers are responsible for filling in the information on all the security registers. The required information must be completed legibly and accurately. The *contractor* must ensure that the security officers adheres to this requirement at all times.
- f) Security registers must be kept neat and tidy. Under no circumstances are pages to be torn out.
- g) Full registers must be handed to the *Employer* for filing for 5 years.
- h) All security registers shall be in bound book form and the pages must be numbered. Loose pages are not acceptable and will be financially penalized by the *Employer*.

3. Communication Strategy

Communication and associated equipment to be provided by the *Contractor* are as follows:

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- a) Where the site requires that two-way radios be part of the security equipment, these radios must be provided. The number of radios required will be determined by the *Employer*. Battery chargers must also be provided to ensure that at no time the radios are inoperable due to flat batteries. Charged batteries should also be on site for use while the initial batteries are being charged. Such radios must be able to communicate with *The Contractors* control room 24hr where necessary.
- b) A Telephone Register must be maintained at all posts where there are telephones. All calls must be recorded in this register. Any telephone calls not recorded in the Telephone Register will be recovered from the *Contractor*. (pax) Under certain circumstances the *Contractor* may be required to make available cellular phones for official use. Such requests will be made and approved by the *Employer*.
- c) The *Contractor* shall provide torches at all security posts where security services are required at night. These torches shall be operational and on hand at all times. The *Contractor* must ensure that sufficient batteries and globes are available at all times. Under no circumstances may torches be out of operation for any reason whatsoever.
- d) Additional security equipment such as handheld metal detectors, etc may be required from time to time. Any security equipment required will jointly be agreed upon by the *Employer* as per site requirement. The *Contractor* will be informed accordingly and shall provide all the required equipment within timeframes agreed upon with the *Employer*.

4. Response to emergencies

An “emergency” is any incident or actions that require the evacuation of a site/ affected area

- a) Assist in emergency situations as instructed by the Supervisor/ Manager as per site specific emergency plans
- b) Assist in executing the evacuation procedures as applicable to the site
- c) Ensure that all persons, employees, information and assets are protected
- d) Appropriate training in safety evacuation and emergency procedures
- e) Emergency contact nos. will be made available by Supervisor/ SM, can be found in Control room....security personnel must familiarise themselves....

4.1 Equipment to be supplied by *Contractor*

- a) All uniforms - Uniform must reflect company logo and PSIRA ID card.
- b) Uniform issue must include baton, handcuffs, pen, pocket book and a flashlight, pepper Spray.

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- c) Personal protective equipment (PPE) must include bullet proof jacket / vest.
- d) Rain gear.
- e) Hand held radios / Cell phones as specified by Eskom.

Unless stipulated otherwise THE CONTRACTOR shall provide suitable means of communication to enable the Security Officers to communicate with the police, fire brigade and other emergency services. Under no circumstances will the CONTRACTOR's or their personnel be allowed to use the telephones on the site for personal calls. THE CONTRACTOR will be responsible for any personal calls made by its staff and the costs incurred as a result thereof will be paid by the CONTRACTOR to *Employer*.

4.2 Categories of labor required

- a) Site representative
- b) Uniform according to PSIRA requirements.
- c) Male and female PSIRA Grade registered security officers, firearm competent Security Officers (must be competent in pistol). Firearm competency training certificates to be produced to the Employer every six months.
- d) Only South African citizens with a valid South African ID and 21 years of age and older
- e) No work permits will be allowed for non - South African
- f) Physical and mentally fit for the job
- g) At least 12 month experience in the security environment
- h) Physical medical evaluation reports to be submitted to the *Employer* before commencement of contract at the cost of the Security Contractor.
- a)

4.3 TIME SHEETS

Daily time sheets to specify hours worked per shift per guard. Time sheets for each shift based on actual time spent to be completed and to be signed off by the shift supervisor on

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a daily basis. Time sheets approved by the Employer to be submitted with invoices for payments.

5. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

The supplier shall provide the following:

- a) A baseline risk assessment
- b) Appointment and Competencies
- c) Acknowledgement of Eskom's rules & requirements
- d) Health and Safety Plan
- e) Valid Letter of Good Standing
- f) Medical fitness certificate x 1 or Medical surveillance Programme SHE policy

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