



## NEC3 Term Service Contract (TSC3)

**Between ESKOM HOLDINGS SOC Ltd  
(Reg No. 2002/015527/30)**

**and [Insert at award stage]  
(Reg No. \_\_\_\_\_ )**

**for The Provision Of Supplemental Skills Categories at  
Koeberg Nuclear Power Station In Support of Long Term  
Operation (LTO) Initiatives and Outages On An “As And  
When Required” Basis**

<b>Contents:</b>	<b>No of pages</b>
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**CONTRACT No. [Insert at award stage]**

## PART C1: AGREEMENTS & CONTRACT DATA

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<b>Contents:</b>	<b>No of pages</b>
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[to be inserted from Returnable Documents at award stage]	
<b>C1.2a Contract Data provided by the <i>Employer</i></b>	<b>[•]</b>
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[to be inserted from Returnable Documents at award stage]	
<b>C1.3 Proforma Guarantees</b>	<b>[•]</b>

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## C1.1 Form of Offer & Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**The Provision Of Supplemental Skills Categories at Koeberg Nuclear Power Station In Support of Long Term Operation (LTO) Initiatives and Outages On An “As And When Required” Basis.**

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Contractor* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

Options A or C	The offered total of the Prices exclusive of VAT is	R [●]
	Sub total	R [●]
	Value Added Tax @ 15% is	R [●]
	The offered total of the amount due inclusive of VAT is <sup>1</sup>	R [●]
	(in words) [●]	

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

**For the tenderer:** \_\_\_\_\_

(Insert name and address of organisation)

Name &  
signature of  
witness

Date

Tenderer's CIDB registration number:

<sup>1</sup> This total is required by the *Employer* for budgeting purposes only. Actual amounts due will be assessed in terms of the *conditions of contract*.

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Work: Service Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed and signed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

(Insert name and address of organisation)

Name &  
signature of  
witness

Date

Note: If a tenderer wishes to submit alternative tenders, use another copy of this Form of Offer and Acceptance.

## Schedule of Deviations to be completed by the *Employer* prior to contract award

Note:

1. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1	[•]	[•]
2	[•]	[•]
3	[•]	[•]
4	[•]	[•]
5	[•]	[•]
6	[•]	[•]
7	[•]	[•]

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

### For the tenderer:

### For the Employer

Signature .....

.....

Name .....

.....

Capacity .....

.....

On behalf of (Insert name and address of organisation) .....

(Insert name and address of organisation) .....

Name & signature of witness .....

.....

Date .....

.....

## C1.2 TSC3 Contract Data

### Part one - Data provided by the *Employer*

[Instructions to the contract compiler: (delete these two notes in the final draft of a contract)]

1. Please read the relevant clauses in the conditions of contract before you enter data. The number of the clause which requires the data is shown in the left hand column for each statement however other clauses may also use the same data.
2. Some TSC3 options are always selected by Eskom Holdings SOC Ltd. The remaining TSC3 options are identified by shading in the left hand column. In the event that the option is not required select and delete the whole row. Where the following symbol is used "[•]" - data is required to be inserted relevant to the specific option selected.]

Completion of this data in full, according to the Options chosen, is essential to create a complete contract.

Clause	Statement	Data
1	<b>General</b>	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
		<b>A:</b> Priced contract with price list
	dispute resolution Option	<b>W1:</b> Dispute resolution procedure
	and secondary Options	
		<b>X1:</b> Price adjustment for inflation
		<b>X2:</b> Changes in the law
		<b>X4:</b> Parent company guarantee
		<b>X13:</b> Performance Bond
		<b>X18:</b> Limitation of liability
		<b>X19:</b> Task Order
		<b>X20:</b> Key performance indicators
		<b>Z:</b> <i>Additional conditions of contract</i>
	of the NEC3 Term Service Contract April 2013 <sup>2</sup> (TSC3)	
10.1	The <i>Employer</i> is (name):	Eskom Holdings SOC Ltd (reg no: 2002/015527/30), a state owned company incorporated in terms of the company laws of the Republic of South Africa
	Address	Registered office at Megawatt Park, Maxwell Drive, Sandton, Johannesburg
	Tel No.	+27 11 800 8111

<sup>2</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 539 1902 [www.ecs.co.za](http://www.ecs.co.za)

10.1	The <i>Service Manager</i> is (name):	Allan Thomas
	Address	Off R27 West Coast Road Koeberg Power Station Melkbosstrand 7441
	Tel	+27 21 522 3314
	e-mail	allan.thomas@eskom.co.za
11.2(2)	The Affected Property is	Koeberg Nuclear Power Station
11.2(13)	The <i>service</i> is	The Provision Of Supplemental Skills Categories at Koeberg Nuclear Power Station In Support of Long Term Operation (LTO) Initiatives and Outages On An "As And When Required" Basis.
11.2(14)	The following matters will be included in the Risk Register	Minutes of Early Warning and Risk Reduction meetings Any other matters as agreed by the parties
11.2(15)	The Service Information is in	Part 3: Scope of Work and all documents and drawings to which it makes reference.
12.2	The <i>law of the contract</i> is the law of	the Republic of South Africa
13.1	The <i>language of this contract</i> is	English
13.3	The <i>period for reply</i> is	seven (7) calendar days during non-outage periods and three (3) calendar days during outage periods.
2	<b>The Contractor's main responsibilities</b>	Data required by this section of the core clauses is also provided by the <i>Contractor</i> in Part 2 and terms in italics used in this section are identified elsewhere in this Contract Data
21.1	The <i>Contractor</i> submits a first plan for acceptance within	As per Task Order
3	<b>Time</b>	
30.1	The <i>starting date</i> is.	[•]
30.1	The <i>service period</i> is	[•]
4	<b>Testing and defects</b>	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data
5	<b>Payment</b>	
50.1	The <i>assessment interval</i> is	between the 25 <sup>th</sup> day of each successive month.
51.1	The <i>currency of this contract</i> is the	South African Rand

51.2	The period within which payments are made is	<b>30 days</b>
51.4	The <i>interest rate</i> is	<p>the publicly quoted prime rate of interest (calculated on a 365 day year) charged by from time to time by the Standard Bank of South Africa Limited (as certified, in the event of any dispute, by any manager of such bank, whose appointment it shall not be necessary to prove) for amounts due in Rands and</p> <p>(ii) the LIBOR rate applicable at the time for amounts due in other currencies. LIBOR is the 6 month London Interbank Offered Rate quoted under the caption "Money Rates" in The Wall Street Journal for the applicable currency or if no rate is quoted for the currency in question then the rate for United States Dollars, and if no such rate appears in The Wall Street Journal then the rate as quoted by the Reuters Monitor Money Rates Service (or such service as may replace the Reuters Monitor Money Rates Service) on the due date for the payment in question, adjusted <i>mutatis mutandis</i> every 6 months thereafter (and as certified, in the event of any dispute, by any manager employed in the foreign exchange department of The Standard Bank of South Africa Limited, whose appointment it shall not be necessary to prove.</p>
6	<b>Compensation events</b>	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data
7	<b>Use of Equipment Plant and Materials</b>	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data
8	<b>Risks and insurance</b>	
80.1	These are additional <i>Employer's</i> risks	<b>Not Applicable</b>
9	<b>Termination</b>	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.
10	<b>Data for main Option clause</b>	
A	<b>Priced contract with price list</b>	
20.5	The <i>Contractor</i> prepares forecasts of the final total of the Prices for the whole of the service at intervals no longer than	<b>As per Task Order</b>
11	<b>Data for Option W1</b>	
W1.1	The <i>Adjudicator</i>	<b>the person selected from the ICE-SA Division (or its successor body) of the South African</b>



		Institution of Civil Engineering Panel of Adjudicators by the Party intending to refer a dispute to him. (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ). If the Parties do not agree on an Adjudicator the Adjudicator will be appointed by the Arbitration Foundation of Southern Africa (AFSA).		
W1.2(3)	The <i>Adjudicator nominating body</i> is:	the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ) or its successor body.		
W1.4(2)	The <i>tribunal</i> is:	arbitration		
W1.4(5)	The <i>arbitration procedure</i> is	the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.		
	The place where arbitration is to be held is	[•] South Africa		
	The person or organisation who will choose an arbitrator	the Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.		
	- if the Parties cannot agree a choice or - if the arbitration procedure does not state who selects an arbitrator, is			
12	Data for secondary Option clauses			
X1	Price adjustment for inflation			
X1.1	The <i>base date</i> for indices is	[•].		
	The proportions used to calculate the Price Adjustment Factor are:	proportion	linked to index for	Index prepared by
		0.	[•]	[•]
		0.	[•]	[•]
		0.	[•]	[•]
		0.	[•]	[•]
		0.	[•]	[•]
		[•]	non-adjustable	
		1.00		
X2	Changes in the law	There is no reference to Contract Data in this Option and terms in italics are identified elsewhere in this Contract Data.		
X4	Parent company guarantee	There is no reference to Contract Data in this Option and terms in italics are identified elsewhere in this Contract Data.		
X13	Performance bond			
X13.1	The amount of the performance bond is	R [•]		

<b>X18</b>	<b>Limitation of liability</b>	
X18.1	The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to	<b>R0.0 (zero Rand)</b>
X18.2	For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to	<b>the amount of the deductibles relevant to the event</b>
X18.3	The <i>Contractor's</i> liability for Defects due to his design of an item of Equipment is limited to	<p><b>The greater of</b></p> <ul style="list-style-type: none"> <li>the total of the Prices at the Contract Date and</li> <li>the amounts excluded and unrecoverable from the <i>Employer's</i> insurance (other than the resulting physical damage to the <i>Employer's</i> property which is not excluded) plus the applicable deductibles</li> </ul>
X18.4	The <i>Contractor's</i> total liability to the <i>Employer</i> , for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	<p>the total of the Prices other than for the additional excluded matters.</p> <p>The <i>Contractor's</i> total liability for the additional excluded matters is not limited.</p> <p>The additional excluded matters are amounts for which the <i>Contractor</i> is liable under this contract for</p> <ul style="list-style-type: none"> <li>Defects due to his design, plan and specification,</li> <li>Defects due to manufacture and fabrication outside the Affected Property,</li> <li>loss of or damage to property (other than the <i>Employer's</i> property, Plant and Materials),</li> <li>death of or injury to a person and</li> <li>infringement of an intellectual property right.</li> </ul>
X18.5	The <i>end of liability date</i> is	<b>3 months after the end of the <i>service period</i>.</b>
<b>X19</b>	<b>Task Order</b>	
X19.5	The <i>Contractor</i> submits a Task Order programme to the <i>Service Manager</i> within	<b>7 days of receiving the Task Order (programme means mobilisation programme)</b>
<b>X20</b>	<b>Key Performance Indicators (not used when Option X12 applies)</b>	
X20.1	The <i>incentive schedule</i> for Key Performance Indicators is in	<b>Annexure [●] to this Contract Data</b>
X20.2	A report of performance against each Key Performance Indicator is provided at intervals of	<b>[●] months</b>
<b>Z</b>	<b>The additional conditions of contract are</b>	<b>Z1 to Z14 always apply.</b>

**Z1 Cession delegation and assignment**

- Z1.1 The *Contractor* does not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*.
- Z1.2 Notwithstanding the above, the *Employer* may on written notice to the *Contractor* cede and delegate its rights and obligations under this contract to any of its subsidiaries or any of its present divisions or operations which may be converted into separate legal entities as a result of the restructuring of the Electricity Supply Industry.

**Z2 Joint ventures**

- Z2.1 If the *Contractor* constitutes a joint venture, consortium or other unincorporated grouping of two or more persons or organisations then these persons or organisations are deemed to be jointly and severally liable to the *Employer* for the performance of this contract.
- Z2.2 Unless already notified to the *Employer*, the persons or organisations notify the *Service Manager* within two weeks of the Contract Date of the key person who has the authority to bind the *Contractor* on their behalf.
- Z2.3 The *Contractor* does not alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without the consent of the *Employer* having been given to the *Contractor* in writing.

**Z3 Change of Broad Based Black Economic Empowerment (B-BBEE) status**

- Z3.1 Where a change in the *Contractor's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Contractor's* B-BBEE status, the *Contractor* notifies the *Employer* within seven days of the change.
- Z3.2 The *Contractor* is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the *Service Manager* within thirty days of the notification or as otherwise instructed by the *Service Manager*.
- Z3.3 Where, as a result, the *Contractor's* B-BBEE status has decreased since the Contract Date the *Employer* may either re-negotiate this contract or alternatively, terminate the *Contractor's* obligation to Provide the Service.
- Z3.4 Failure by the *Contractor* to notify the *Employer* of a change in its B-BBEE status may constitute a reason for termination. If the *Employer* terminates in terms of this clause, the procedures on termination are P1, P2 and P4 as stated in clause 92, and the amount due is A1 and A3 as stated in clause 93.

**Z4 Confidentiality**

- Z4.1 The *Contractor* does not disclose or make any information arising from or in connection with this contract available to Others. This undertaking does not, however, apply to information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time). Should the *Contractor* disclose information to Others in terms of clause 25.1, the *Contractor* ensures that the provisions of this clause are complied with by the recipient.
- Z4.2 If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Service Manager*.
- Z4.3 In the event that the *Contractor* is, at any time, required by law to disclose any such information

which is required to be kept confidential, the *Contractor*, to the extent permitted by law prior to disclosure, notifies the *Employer* so that an appropriate protection order and/or any other action can be taken if possible, prior to any disclosure. In the event that such protective order is not, or cannot, be obtained, then the *Contractor* may disclose that portion of the information which it is required to be disclosed by law and uses reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed.

Z4.4 The taking of images (whether photographs, video footage or otherwise) of the Affected Property or any portion thereof, in the course of Providing the Service and after the end of the *service period*, requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*.

Z4.5 The *Contractor* ensures that all his subcontractors abide by the undertakings in this clause.

**Z5 Waiver and estoppel: Add to core clause 12.3:**

Z5.1 Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, the *Service Manager* or the *Adjudicator* does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.

**Z6 Health, safety and the environment: Add to core clause 27.4**

Z6.1 The *Contractor* undertakes to take all reasonable precautions to maintain the health and safety of persons in and about the execution of the *service*. Without limitation the *Contractor*:

- accepts that the *Employer* may appoint him as the "Principal Contractor" (as defined and provided for under the Construction Regulations 2014 (promulgated under the Occupational Health & Safety Act 85 of 1993) ("the Construction Regulations") for the Affected Property;
- warrants that the total of the Prices as at the Contract Date includes a sufficient amount for proper compliance with the Construction Regulations, all applicable health & safety laws and regulations and the health and safety rules, guidelines and procedures provided for in this contract and generally for the proper maintenance of health & safety in and about the execution of the *service*; and
- undertakes, in and about the execution of the *service*, to comply with the Construction Regulations and with all applicable health & safety laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.

Z6.2 The *Contractor*, in and about the execution of the *service*, complies with all applicable environmental laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.

**Z7 Provision of a Tax Invoice and interest. Add to core clause 51**

Z7.1 Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice in accordance with the *Employer's* procedures stated in the Service Information, showing the amount due for payment equal to that stated in the payment certificate.

Z7.2 If the *Contractor* does not provide a tax invoice in the form and by the time required by this contract, the time by when the *Employer* is to make a payment is extended by a period equal in time to the delayed submission of the correct tax invoice. Interest due by the *Employer* in terms of core clause 51.2 is then calculated from the delayed date by when payment is to be made.

Z7.3 The *Contractor* (if registered in South Africa in terms of the companies Act) is required to

comply with the requirements of the Value Added Tax Act, no 89 of 1991 (as amended) and to include the *Employer's* VAT number 4740101508 on each invoice he submits for payment.

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**Z8            Notifying compensation events**

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Z8.1 Delete the last paragraph of core clause 61.3 and replace with:

If the *Contractor* does not notify a compensation event within eight weeks of becoming aware of the event, he is not entitled to a change in the Prices.

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**Z9            *Employer's* limitation of liability**

Z9.1 The *Employer's* liability to the *Contractor* for the *Contractor's* indirect or consequential loss is limited to R0.00 (zero Rand)

Z9.2 The *Contractor's* entitlement under the indemnity in 82.1 is provided for in 60.1(12) and the *Employer's* liability under the indemnity is limited to compensation as provided for in core clause 63 and X19.11 if Option X19 Task Order applies to this contract.

**Z10          Termination: Add to core clause 91.1, at the second main bullet point, fourth sub-bullet point, after the words "against it":**

Z10.1      or had a business rescue order granted against it.

**Z11          Ethics**

For the purposes of this Z-clause, the following definitions apply:

<b>Affected Party</b>	means, as the context requires, any party, irrespective of whether it is the <i>Contractor</i> or a third party, such party's employees, agents, or Subcontractors or Subcontractor's employees, or any one or more of all of these parties' relatives or friends,
<b>Coercive Action</b>	means to harm or threaten to harm, directly or indirectly, an Affected Party or the property of an Affected Party, or to otherwise influence or attempt to influence an Affected Party to act unlawfully or illegally,
<b>Collusive Action</b>	means where two or more parties co-operate to achieve an unlawful or illegal purpose, including to influence an Affected Party to act unlawfully or illegally,
<b>Committing Party</b>	means, as the context requires, the <i>Contractor</i> , or any member thereof in the case of a joint venture, or its employees, agents, or Subcontractors or the Subcontractor's employees,
<b>Corrupt Action</b>	means the offering, giving, taking, or soliciting, directly or indirectly, of a good or service to unlawfully or illegally influence the actions of an Affected Party,
<b>Fraudulent Action</b>	means any unlawfully or illegally intentional act or omission that misleads, or attempts to mislead, an Affected Party, in order to obtain a financial or other benefit or to avoid an obligation or incurring an obligation,
<b>Obstructive Action</b>	means a Committing Party unlawfully or illegally destroying, falsifying, altering or concealing information or making false statements to materially impede an investigation into allegations of Prohibited Action, and
<b>Prohibited Action</b>	means any one or more of a Coercive Action, Collusive Action Corrupt Action, Fraudulent Action or Obstructive Action.

- Z11.1 A Committing Party may not take any Prohibited Action during the course of the procurement of this contract or in execution thereof.
- Z11.2 The *Employer* may terminate the *Contractor's* obligation to Provide the Services if a Committing Party has taken such Prohibited Action and the *Contractor* did not take timely and appropriate action to prevent or remedy the situation, without limiting any other rights or remedies the *Employer* has. It is not required that the Committing Party had to have been found guilty, in court or in any other similar process, of such Prohibited Action before the *Employer* can terminate the *Contractor's* obligation to Provide the Services for this reason.
- Z11.3 If the *Employer* terminates the *Contractor's* obligation to Provide the Services for this reason, the amounts due on termination are those intended in core clauses 92.1 and 92.2.
- Z11.4 A Committing Party co-operates fully with any investigation pursuant to alleged Prohibited Action. Where the *Employer* does not have a contractual bond with the Committing Party, the *Contractor* ensures that the Committing Party co-operates fully with an investigation.

## Z12 Insurance

### Z 12 .1 Replace core clause 83 with the following:

#### Insurance cover 83

- 83.1 When requested by a Party, the other Party provides certificates from his insurer or broker stating that the insurances required by this contract are in force.
- 83.2 The *Contractor* provides the insurances stated in the Insurance Table A from the *starting date* until the earlier of Completion and the date of the termination certificate.

**INSURANCE TABLE A**

Insurance against	Minimum amount of cover or minimum limit of indemnity
Loss of or damage caused by the <i>Contractor</i> to the <i>Employer's</i> property	The replacement cost where not covered by the <i>Employer's</i> insurance.  The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
Loss of or damage to Plant and Materials	The replacement cost where not covered by the <i>Employer's</i> insurance.  The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
Loss of or damage to Equipment	The replacement cost where not covered by the <i>Employer's</i> insurance.  The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
The <i>Contractor's</i> liability for loss of or damage to property (except the <i>Employer's</i> property, Plant and Materials and Equipment) and liability for bodily injury to or death of a	<b><u>Loss of or damage to property</u></b> The replacement cost  <b><u>Bodily injury to or death of a person</u></b>

person (not an employee of the <i>Contractor</i> ) arising from or in connection with the <i>Contractor's</i> Providing the Service	The amount required by the applicable law.
Liability for death of or bodily injury to employees of the <i>Contractor</i> arising out of and in the course of their employment in connection with this contract	The amount required by the applicable law

**Z 12.2 Replace core clause 86 with the following:**

**Insurance  
by the  
Employer**

86

86.1 The *Employer* provides the insurances stated in the Insurance Table B

**INSURANCE TABLE B**

Insurance against or name of policy	Minimum amount of cover or minimum limit of indemnity
Assets All Risk	Per the insurance policy document
Contract Works insurance	Per the insurance policy document
Environmental Liability	Per the insurance policy document
General and Public Liability	Per the insurance policy document
Transportation (Marine)	Per the insurance policy document
Motor Fleet and Mobile Plant	Per the insurance policy document
Terrorism	Per the insurance policy document
Cyber Liability	Per the insurance policy document
Nuclear Material Damage and Business Interruption	Per the insurance policy document
Nuclear Material Damage Terrorism	Per the insurance policy document

**Z13 Nuclear Liability**

Z13.1 The *Employer* is the operator of the Koeberg Nuclear Power Station (KNPS), a nuclear installation, as designated by the National Nuclear Regulator of the Republic of South Africa, and is the holder of a nuclear licence in respect of the KNPS.

Z13.2 The *Employer* is solely responsible for and indemnifies the *Contractor* or any other person against any and all liabilities which the *Contractor* or any person may incur arising out of or resulting from

nuclear damage, as defined in Act 47 of 1999, save to the extent that any liabilities are incurred due to the unlawful intent of the *Contractor* or any other person or the presence of the *Contractor* or that person or any property of the *Contractor* or such person at or in the KNPS or on the KNPS site, without the permission of the *Employer* or of a person acting on behalf of the *Employer*.

Z13.3 Subject to clause Z13.4 below, the *Employer* waives all rights of recourse, arising from the aforesaid, save to the extent that any claims arise or liability is incurred due or attributable to the unlawful intent of the *Contractor* or any other person, or the presence of the *Contractor* or that person or any property of the *Contractor* or such person at or in the KNPS or on the KNPS site, without the permission of the *Employer* or of a person acting on behalf of the *Employer*.

Z13.4 The *Employer* does not waive its rights provided for in section 30 (7) of Act 47 of 1999, or any replacement section dealing with the same subject matter.

Z13.5 The protection afforded by the provisions hereof shall be in effect until the KNPS is decommissioned.

## **Z14 Asbestos**

For the purposes of this Z-clause, the following definitions apply:

<b>AAIA</b>	means approved asbestos inspection authority.
<b>ACM</b>	means asbestos containing materials.
<b>AL</b>	means action level, i.e. a level of 50% of the OEL, i.e. 0.1 regulated asbestos fibres per ml of air measured over a 4 hour period. The value at which proactive actions is required in order to control asbestos exposure to prevent exceeding the OEL.
<b>Ambient Air</b>	means breathable air in area of work with specific reference to breathing zone, which is defined to be a virtual area within a radius of approximately 30cm from the nose inlet.
<b>Compliance Monitoring</b>	means compliance sampling used to assess whether or not the personal exposure of workers to regulated asbestos fibres is in compliance with the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
<b>OEL</b>	means occupational exposure limit.
<b>Parallel Measurements</b>	means measurements performed in parallel, yet separately, to existing measurements to verify validity of results.
<b>Safe Levels</b>	means airborne asbestos exposure levels conforming to the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
<b>Standard</b>	means the <i>Employer's</i> Asbestos Standard 32-303: Requirements for Safe Processing, Handling, Storing, Disposal and Phase-out of Asbestos and Asbestos Containing Material, Equipment and Articles.
<b>SANAS</b>	means the South African National Accreditation System.
<b>TWA</b>	means the average exposure, within a given workplace, to airborne asbestos fibres, normalised to the baseline of a 4 hour continuous period, also applicable to short term exposures, i.e. 10-minute TWA.

Z14.1 The *Employer* ensures that the Ambient Air in the area where the *Contractor* will Provide the Services conforms to the acceptable prescribed South African standard for asbestos, as per the regulations published in GNR 155 of 10 February 2002, under the Occupational Health and Safety



Act, 1993 (Act 85 of 1993) ("Asbestos Regulations"). The OEL for asbestos is 0.2 regulated asbestos fibres per millilitre of air as a 4-hour TWA, averaged over any continuous period of four hours, and the short term exposure limit of 0.6 regulated asbestos fibres per millilitre of air as a 10-minute TWA, averaged over any 10 minutes, measured in accordance with HSG248 and monitored according to HSG173 and OESSM.

- Z14.2 Upon written request by the *Contractor*, the *Employer* certifies that these conditions prevail. All measurements and reporting are effected by an independent, competent, and certified occupational hygiene inspection body, i.e. a SANAS accredited and Department of Employment and Labour approved AAIA. The *Contractor* may perform Parallel Measurements and related control measures at the *Contractor's* expense. For the purposes of compliance the results generated from Parallel Measurements are evaluated only against South African statutory limits as detailed in clause Z14.1. Control measures conform to the requirements stipulated in the AAIA-approved asbestos work plan.
- Z14.3 The *Employer* manages asbestos and ACM according to the Standard.
- Z14.4 In the event that any asbestos is identified while Providing the Services, a risk assessment is conducted and if so required, with reference to possible exposure to an airborne concentration of above the AL for asbestos, immediate control measures are implemented and relevant air monitoring conducted in order to declare the area safe.
- Z14.5 The *Contractor's* personnel are entitled to stop working and leave the contaminated area forthwith until such time that the area of concern is declared safe by either Compliance Monitoring or an AAIA approved control measure intervention, for example, per the emergency asbestos work plan, if applicable.
- Z14.6 The *Contractor* continues to Provide the Services, without additional control measures presented, on presentation of Safe Levels. The contractually agreed dates to Provide the Services, including the Completion Date, are adjusted accordingly. The contractually agreed dates are extended by the notification periods required by regulations 3 and 21 of the Asbestos Regulations, 2001.
- Z14.7 Any removal and disposal of asbestos, asbestos containing materials and waste, is done by a registered asbestos contractor, instructed by the *Employer* at the *Employer's* expense, and conducted in line with South African legislation.

## C1.2 Contract Data

### Part two - Data provided by the *Contractor*

**[Instructions to the contract compiler: (delete this notes before issue to tenderers with an enquiry)**

Whenever a cell is shaded in the left hand column it denotes this data is optional and would be required in relation to the option selected. In the event that the option is not required select and delete the whole row.]

#### Notes to a tendering contractor:

1. Please read both the both the NEC3 Term Service Contract April 2013 and the relevant parts of its Guidance Notes (TSC3-GN)<sup>3</sup> in order to understand the implications of this Data which the tenderer is required to complete.
2. The number of the clause which requires the data is shown in the left hand column for each statement however other clauses may also use the same data.
3. Where a form field like this [ ] appears, data is required to be inserted relevant to the option selected. Click on the form field **once** and type in the data. Otherwise complete by hand and in ink.

Completion of the data in full, according to Options chosen, is essential to create a complete contract.

Clause	Statement	Data
10.1	The <i>Contractor</i> is (Name): Address Tel No. Fax No.	
11.2(8)	The <i>direct fee percentage</i> is	%
	The <i>subcontracted fee percentage</i> is	%
11.2(14)	The following matters will be included in the Risk Register	
11.2(15)	The Service Information for the <i>Contractor's</i> plan is in:	
21.1	The plan identified in the Contract Data is contained in:	
24.1	The key people are: 1 Name: Job: Responsibilities: Qualifications: Experience: 2 Name: Job	

<sup>3</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 5391902 or [www.ecs.co.za](http://www.ecs.co.za)

Responsibilities:

Qualifications:

Experience:

CV's (and further key person's data including CVs) are in \_\_\_\_\_.

<b>A</b>	<b>Priced contract with price list</b>	
11.2(12)	The <i>price list</i> is in	
11.2(19)	The tendered total of the Prices is	<b>R</b>
<b>C</b>	<b>Target contract with price list</b>	N/A
11.2(12)	The <i>price list</i> is in	
11.2(20)	The tendered total of the Prices is	<b>R</b>
<b>E</b>	<b>Cost reimbursable contract</b>	N/A
11.2(12)	The <i>price list</i> is in	

## PART 2: PRICING DATA

### TSC3 Option A

Document reference	Title	No of pages
C2.1	Pricing assumptions: Option A	2
C2.2	The <i>price list</i>	[•]

## C2.1 Pricing assumptions: Option A

### 1. How work is priced and assessed for payment

Clause 11 in NEC3 Term Service Contract (TSC3) core clauses and Option A states:

<b>Identified and defined terms</b>	11	
	11.2	(12) The Price List is the <i>price list</i> unless later changed in accordance with this contract.
		(17) The Price for Services Provided to Date is the total of
		<ul style="list-style-type: none"><li>the Price for each lump sum item in the Price List which the <i>Contractor</i> has completed and</li><li>where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the <i>Contractor</i> has completed by the rate.</li></ul>
		(19) The Prices are the amounts stated in the Price column of the Price List. Where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.

This confirms that Option A is a priced contract where the Prices are derived from a list of items of service which can be priced as lump sums or as expected quantities of service multiplied by a rate or a mix of both.

### 2. Function of the Price List

Clause 54.1 in Option A states: "Information in the Price List is not Service Information". This confirms that instructions to do work or how it is to be done are not included in the Price List but in the Service Information. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Service in accordance with the Service Information". Hence the *Contractor* does **not** Provide the Service in accordance with the Price List. The Price List is only a pricing document.

### 3. Link to the *Contractor's* plan

Clause 21.4 states "The *Contractor* provides information which shows how each item description on the Price List relates to the operations on each plan which he submits for acceptance". Hence when compiling the *price list*, the tendering contractor needs to develop his first clause 21.2 plan in such a way that operations shown on it can be priced in the *price list* and result in a satisfactory cash flow in terms of clause 11.2(17).

### 4. Preparing the *price list*

Before preparing the *price list*, both the *Employer* and tendering contractors should read the TSC3 Guidance Notes pages 14 and 15. In an Option A contract, either Party may have entered items into the *price list* either as a process of offer and acceptance (tendering) or by negotiation depending on the nature of the *service* to be provided. Alternatively the *Employer*, in his Instructions to Tenderers or in a Tender Schedule, may have listed some items that he requires the *Contractor* to include in the *price list* to be prepared and priced by him.

It is assumed that in preparing or finalising the *price list* the *Contractor*:

- Has taken account of the guidance given in the TSC3 Guidance Notes relevant to Option A;
- Understands the function of the Price List and how work is priced and paid for;
- Is aware of the need to link operations shown in his plan to items shown in the Price List;
- Has listed and priced items in the *price list* which are inclusive of everything necessary and incidental to Providing the Service in accordance with the Service Information, as it was at the time of tender, as well as correct any Defects not caused by an *Employer's* risk;
- Has priced work he decides not to show as a separate item within the Prices or rates of other listed items in order to fulfil the obligation to complete the *service* for the tendered total of the Prices.
- Understands there is no adjustment to items priced as lump sums if the amount, or quantity, of work within that item later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the (lump sum) Prices is as a result of a compensation event.

#### **4.1. Format of the *price list***

(From the example given in an Appendix within the TSC3 Guidance Notes)

Entries in the first four columns in the *price list* in section C2.2 are made either by the *Employer* or the tendering contractor.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tendering contractor enters the amount in the Price column only, the Unit, Expected Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for an item of work which is the rate for the work multiplied by the quantity completed, the tendering contractor enters the rate which is then multiplied by the Expected Quantity to produce the Price, which is also entered.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected Quantity column.

## C2.2 the *price list*

**Table 1 – General Categories**

Item no.	Skill Category	Estimated Number of the Skill Category per Outage	UMC (Unit of Measure)	Direct Rate per UMC	Indirect Rate per UMC	Total Rate per UMC	Charge Out Rate per UMC
1	Supervisor (Mech / Elect / Calibration & Instrumentation / Inspection & Test/ <b>Civils</b> ) a. Category 1: Entry Level b. Category 2: With experience	a. 2 b. 6	Hour				
2	Technician (Mechanical / Electrical/ <b>Civil/Chemical</b> ) a. Category 1: Entry Level b. Category 2: With experience	a.2 b.6	Hour				
3	Technician (Calibration & Instrumentation / Inspection & Test) a. Category 1: Entry Level b. Category 2: With experience	a.2 b.6	Hour				
4	Quality Control Inspector (Mech. / Elec./ <b>Welding</b> ) a. Category 1: Entry Level b. Category 2: With experience	a.2 b.4	Hour				
5	Artisan (Mechanical / Electrical/ <b>Instrumentation/I&amp;T</b> ) a. Category 1: Entry Level b. Category 2: With experience	a.6 b.10	Hour				
6	Artisan (Brick Layer/ <b>Carpenter/Plumber</b> ) a. Category 1: Entry Level b. Category 2: With experience	a.2 b. 4	Hour				
7	Storeman a. Category 1: Entry Level b. Category 2: With experience	a.5 b.10	Hour				
8	Semi Skilled (General) a. Category 1: Entry Level b. Category 2: With experience	a.50 b.100	Hour				
9	Safety Officer a. Category 1: Entry Level b. Category 2: With experience	a. 2 b. 2	Hour				
10	Office/Project Administrator/Clerk a. Category 1: Entry Level b. Category 2: With experience	a. 10 b. 10	Hour				

11	Reactor Building Co-ordinator a. Category 1: Entry Level b. Category 2: With experience	a. 2 b.4	Hour				
12	Telephone Exchange Operator a. Category 1: Entry Level b. Category 2: With experience	a.2 b.2	Hour				
13	Medical Services Assistant a. Category 1: Entry Level b. Category 2: With experience	a. 2 b. 6	Hour				
14	Fire Official a. Category 1: Entry Level b. Category 2: With experience	a.1 b.1	Hour				
15	Data Capturer a. Category 1: Entry Level b. Category 2: With experience	a.2 b.4	Hour				
16	Operator Pendant/Forklift a. Category 1: Entry Level b. Category 2: With experience	a.2 b.2	Hour				
17	Supervisor: Scaffolding & Lagging a. Category 1: Entry Level b. Category 2: With experience	a.2 b.2	Hour				
18	Work Planner a. Category 1: Entry Level b. Category 2: With experience	a.2 b.4	Hour				
19	Training Assessor a. Category 1: Entry Level b. Category 2: With experience	a.2 b.2	Hour				

**Table 2 – Specialised Categories (A)**

Item no.	Skill Category	Estimated Number of the Skill Category per Outage	UMC (Unit of Measure)	Direct Rate per UMC	Indirect Rate per UMC	Total Rate per UMC	Charge Out Rate per UMC
1	Project Manager a. Category 1: Entry Level b. Category 2: With experience	a.1 b.4	Hour				
2	Project Co-ordinator a. Category 1: Entry Level b. Category 2: With experience	a.4 b.8	Hour				



3	Engineer (Mechanical / Electrical / Civil/Chemical) a. Category 1: Entry Level b. Category 2: With experience	a.2 b.4	Hour				
4	Permit To Work Verifier (PSR authorised must have plant experience)	4	Hour				

**Table 3 – Specialised Categories (B)**

Item no.	Skill Category	Estimated Number of the Skill Category per Outage	UMC (Unit of Measure)	Direct Rate per UMC	Indirect Rate per UMC	Total Rate per UMC	Charge Out Rate per UMC
1	Medical Practitioner	1	Hour				

**Table 4 – Specialised Categories (C)**

Item no.	Skill Category	Estimated Number of the Skill Category per Outage	UMC (Unit of Measure)	Direct Rate per UMC	Indirect Rate per UMC	Total Rate per UMC	Charge Out Rate per UMC
1	Radiation Protection Monitors a. Category 1: Entry Level (post training) b. Category 2: With experience	a. 28 b. 52	Hour				
3	Officer Nuclear Training	2	Hour				
4	Nuclear Plant Operator	2	Hour				
5	Reactor Operator	2	Hour				
6	Senior Reactor Operator	2	Hour				

*Notes to the Price List*

**1. Compensation for Fitness for Duty (FFD) activities/training/assessment**

As per the *Employer's* FFD procedure

- Prior to registration on the FFD system: When the *Contractor's* employee arrives on site, he/she must be in possession of his/her medical assessment results, drug test results, and proof of criminal history (and other relevant documentation). These are for the account of the *Contractor*.
- After registration on the FFD system: Any compensation to the *Contractor* for the drug

test (done by the Employer over and above the drug test results provided by the *Contractor's* employee), criminal history verification and health verification will be at the discretion of the *Service Manager*.

- The actual duration of the FFD activities/training/assessment post the police clearance, drug test and medical, is estimated to a maximum of 40 hours per individual and after assessment by the *Service Manager*, will be compensated by the *Employer* at the hourly rates as per the price list.

## 2. Resource qualification and experience requirements

See Appendix B: Resource Qualification and Experience Requirements

## 3. Explanation of Hourly Rate Breakdown

- **Direct Rate:** The rate that the *Contractor* will pay to its employees. The *Employer* has the right to audit the *Contractor's* records, to ensure that the *Contractor* pays the rates as indicated in the price list.
- **Indirect Rate:** The amount paid by the *Contractor* on behalf of the employee as legislated (such as benefits, PPE, money paid to institutions by the *Contractor* on behalf of the employee, and compulsory statutory deductions).
- **Total Rate:** The sum of the Direct Rate and Indirect Rate (i.e. Direct Rate + Indirect Rate = Total Rate). This is also the rate that overtime and allowance variables are calculated against.
- **Charge- Out rate:** Total Rate + % Mark-up.

## 4. General

- 4.1 Estimated numbers/quantities as shown on the Price List are not guaranteed, but only provided as an indication. Neither therefore shall any resultant price calculations constitute a fixed contractual commitment with the successful tenderer(s). A final contract between the *Employer* and the successful tenderer(s) (*Contractor(s)*) will not show numbers/quantities, neither total prices.
- 4.2 Numbers / types of resources and periods and frequencies required are not guaranteed.
- 4.3 A contract will be based on an as and when required basis.
- 4.4 All rates and prices exclude VAT.
- 4.5 All work under the contract will be carried out by Task Order, as and when the Employer requires it, in its sole discretion.
- 4.6 The *Contractor* shall at its own expense comply with all statutory conditions of employment. The *Contractor* indemnifies the *Employer* against any claims, proceedings, compensation and cost arising from the *Contractor's* transgression of any requirements of any statutory conditions of employment.
- 4.7 No work, no pay will apply in all instances.
- 4.8 It is imperative that all CV's provided by the *Contractor* at Task Order stage meet the technical requirements stipulated in the contract. Should the candidate(s) not meet the technical requirements and the Contractor not be in a position to provide a suitable candidate(s), the resource(s) will be sourced from the next inexpensive *Contractor* for that category. Note that the *Service Manager* is mandated to accept the lowest priced, technically acceptable, available candidate.
- 4.9 Rates and prices are to be inclusive of all costs to provide the service as defined in the Scope of Work, including but not limited to:
  - Overheads
  - Leave
  - Subsistence

- Personal protective equipment (PPE), such as overalls, shoes, hard hats, etc.
- Fulfilling all Fitness for Duty requirements

4.10 Accommodation / Transport

- No accommodation or transport will be paid by the *Employer* under any circumstances.

5. *Overtime / Shift allowance / Night allowance:*

5.1 Overtime

- Overtime may only be worked under the following conditions:
  - Overtime will only be paid if the Task Order specifically makes provision for overtime.
  - All overtime must be approved by the relevant *Service Manager* prior to workcommencement.
- Overtime Factors:
  - For categories with a Direct Rate of up to R238.97 per hour:
    - Overtime will be paid at (Total Rate x 1.5) from Mondays to Saturdays. Sundays and Public Holidays will be paid at (Total Rate x 2). Forty five (45) normal hours per week has to be worked before any overtime is paid.
    - A maximum of 15 (fifteen) hours per week may be worked overtime.
  - For categories where the Direct Rate exceeds R238.97 per hour:
    - Overtime will be paid at (Total Rate x 1.0) for normal overtime, Saturdays, Sundays and Public holidays.
    - A maximum of 104 (one hundred and four) hours per quarter may be worked overtime.

5.2 Shift Allowance:

- In order to qualify for shift allowance, the *Contractor's* employee has to be on an authorised 2- or 3- cycle shift roster which has been approved by the *Employer*. The shift allowance is strictly calculated via the following formula:  
$$(10\%) \times (\text{Total rate}) \times (\text{Actual hours worked}) - 2$$
$$\text{cycle shift roster } (15\%) \times (\text{Total rate}) \times (\text{Actual hours worked}) - 3 \text{ cycle shift roster.}$$
- Note: When a shift worker works on a Saturday or a Sunday while on shift, the Saturday and or Sunday will be deemed a normal day.

5.3 Night allowance

- Night allowance will be calculated at 10% on the Total rate and will only be applicable if the task order specifically provides for it.
- The *Contractor* either qualifies for shift allowance or night allowance, not both.

6. *Task Order Award Methodology*

The *Employer* aims to establish more than one contract for supply of supplementary labour. This is to ensure that the Employer has the greatest probability of fulfilling a supplementary labour requirement when there is a request/need for it (via the Task Order process).

The methodology of Task Order award during the contract period  
is as follows: Taking into account any relevant requirements and  
*constraints*

1. The lowest-priced *Contractor* for the required skill category(s) is approached first.
2. If the lowest-priced *Contractor* for the required skill category(s)
  - is able supply the full need, then a Task Order is issued to this *Contractor* for the full need and other *Contractors* are not approached.
  - is unable supply the full need, then a Task Order is issued to this *Contractor* for the portion they are able to supply, and the next lowest-priced *Contractor* is approached for the remainder of the need.
3. The process is repeated until the *Employer's* requirements are fulfilled.

<b>Document reference</b>	<b>Title</b>	<b>No of pages</b>
	This cover page	1
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C3.2	<i>Contractor's Service Information</i>	
	Total number of pages	

## C3.1: EMPLOYER'S SERVICE INFORMATION

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## 1 Description of the service

### 1.1 Executive overview

The *Employer* requires an efficient, timeous and quality business service in order to provide support to the Koeberg Nuclear Power Station on an as and when required basis in executing long term operation (LTO) and outage activities. The services are anticipated to be required for a 40 month period from 2022 to 2026.

### 1.2 Employer's requirements for the service

The *services* are for the provision of qualified and competent supplementary personnel to perform various functions on an as and when required basis for the periods specified by the *Employer* per Task instruction, to support the preparation and execution of outages, outage related activities and LTO activities at Koeberg Nuclear Power Station (KNPS). The resources supplied will work under the supervision of Eskom personnel.

The scope of supply covers:

- Preparation and execution of Outages;
- Outage related activities
- Long Term Operation activities

Any other support required during the contract period

### 1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Explanation
BOM	Bill Of Materials
FDR	Frequency Domain Reflectometry
FFD	Fitness for Duty
KNPS	Koeberg Nuclear Power Station
LMS	Learning Management System
LTO	Long Term Operation
M&TE	Maintenance and Testing Equipment
NEC	New Engineering Contract
OH&S	Occupational Health and Safety
OTS	Operating Technical Specifications
URS	User Requirement Specification
VLF	Very Low Frequency



## 2 Management strategy and start up.

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

The *Contractor* submits a programme of how he intends to provide the *service* at the times directed by the *Service Manager*.

In developing the programme, the *Contractor* considers the following:

- Mobilisation or resource sourcing
- Generic training and access requirements and
- Relevant Site procedures and standards

### 2.2 Management meetings

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

#### Risk reduction meetings

Interval	Location	Attendance by:
Adhoc	KOU	<i>Service Manager, Employer, Contractor, and Others as required</i>
At the risk reduction meetings items as prescribed in TSC Core Clauses 16.2 and 16.3 are discussed. The Risk Register is updated, by the <i>Service Manager</i> , and distributed within five days of the meeting. Meetings are held, by tele- or video conference if necessary.		

#### Operational meetings

Interval	Location	Attendance by:
Adhoc	KOU or Tele/Video Conference	<i>Service Manager, Employer, Contractor, and Others as required</i>
Adhoc meetings are held, by tele- or video conference if necessary.		

#### Meetings of a specialist nature

Interval	Location	Attendance by:
Adhoc	Any	<i>Employer's personnel, the Service Manager, the Contractor, and Others as required</i>
Meetings of a specialist nature may be convened by persons and at times and locations to suit the Parties, the nature and the progress of the works.		

#### Recording of Minutes

- All meetings are recorded using minutes or a register prepared and circulated by the person who convened the meeting. Records of these meetings are submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.  
Such minutes or register are not be used for the purpose of confirming actions or instructions under the contract as these are done separately by the person identified in the conditions of contract to carry out such actions or instructions. Confirmation of contract communications during operational

meetings will, however, be considered as formal acknowledgement of receipt of a contract communication.

## 2.3

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

The Contractor ensures that all key personnel assigned to the services meet the requirements of the Employer's security and medical qualifications.

## 2.4 **Provision of bonds and guarantees**

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the Contractor is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Employer* may withhold payment of amounts due to the Contractor until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the Contractor by the *Service Manager* to receive and accept such bond or guarantee. Such withholding of payment due to the Contractor does not affect the *Employer's* right to termination stated in this contract.

## 2.5 **Documentation control**

1. All communication is addressed to the Service Manager. All communication makes reference to:
  - the contract number that is issued by the Employer i.e. 46000.....;
  - the title of the contract;
  - the specific TSC clause under which the communication is issued; and
  - a unique letter reference number.
2. The unique reference numbers to be used for written correspondence between the Service Manager and Contractor and vice versa are as follows:
  - From the *Service Manager* to the Contractor 46000..... E/C 0xxx
  - From the Contractor to the *Employer's* Agent: 46000.... C/E 0xxx
3. All documents transmitted to the Service Manager for review / acceptance / record / information are transmitted under cover of a document transmittal note with a completed and signed transmittal cover sheet.
4. The title of each letter clearly summarise the purpose of the letter.
5. Each notification deals with only one specific issue at a time.

## 2.6 **Invoicing and payment**

Within one week of receiving a payment certificate 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* payment certificate.

The Contractor ensures that the requirement in terms of Section 20(4)(C) of the Value Added Tax Act, no 89 of 1991 (as amended by the Revenue Laws Amendment Act 45 of 2003), that the VAT registration number of the recipient of the tax invoice, appears on the said tax invoice in order for the invoice to fully comply with the requirements of a valid invoice for VAT purposes as contained in the said Section 20(4)(C), is adhered to. The *Employer* requires adherence by the Contractor to this requirement, applicable from 1 June 2004. No payment will be made on tax invoices not fully meeting the requirement.

The Contractor delivers an original Tax Invoice to the *Employer's* Financial Accounting group. The payment period will start from the date and time at which the invoice and all relevant documentation were received at this office.

The *Employer's* VAT Registration Number is: 4740101508

Particulars included on the *Contractor's* Tax Invoice:

The words "Tax Invoice" in a prominent place  
The name, address and VAT registration number of the *Contractor*  
The name, address and VAT registration number of the *Employer*  
An invoice serial number  
The date of issue of the invoice  
The quantity or volume of goods or services supplied  
The price & VAT or a statement that VAT is included at the prescribed percentage or zero-rate  
Reference to Contract and/or Task instruction number  
A descriptive title of the service covered by the Invoice and/or the Contract's assessment number  
A copy of the Assessment Certificate/Signed Task instruction

Abridged tax invoice (section 20(5)). Where the amount (inc. VAT) is less than R3 000. The same requirements as above, except that:-the Name, address and VAT registration number of the *Employer*, and the quantity or volume does not need to be specified.

All invoices are to be submitted directly to the Eskom e-mail address [invoiceseskomlocal@eskom.co.za](mailto:invoiceseskomlocal@eskom.co.za)

Kindly call the Finance Shared Service call centre on 011 800 5060 or e-mail [FPSS@eskom.co.za](mailto:FPSS@eskom.co.za) to follow up on any payment queries.

#### **Tax Exemption Certificate (as applicable)**

Any labour broker who is not in possession of a current Tax Exemption Certificate (contemplated in paragraph 2 of the 4<sup>th</sup> schedule to the Income Tax Act 58 of 1962) will have tax, at the prevailing rate, deducted from the payment made to such a labour broker.

The *Employer* deducts tax on a monthly basis from all payments made unless, or until such time as, certified copies of the following have been submitted to the *Employer*.

a valid exemption certificate (IRP30)

The *Employer* submits an IRP 5 document in support of any tax deductions made.

The *Employer* is advised by the *Contractor* of any changes to his tax status.

## **2.7 Contract change management**

Not Applicable

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

The *Contractor* shall keep copies of all commercial cost records

## **2.9 Insurance provided by the Employer**

As per Contract Data

## **2.10 Training workshops and technology transfer**

The *Employer* provides all additional compulsory training (over and above FFD training) required for Providing the service. The *Employer* pays for all training resulting in a successful authorisation. Should training not result in successful authorisation (e.g. individual not passing examination) the training cost and Time Charge is for the *Contractor's* account.

Any training required by *Contractor* personnel for development in order to improve provision of the services are not covered and paid for by the *Employer*.

## **2.11 Design and supply of Equipment**

Not Applicable

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

### **2.12.1 Equipment**

None

### **2.12.2 Information and other things**

None

## **2.13 Management of work done by Task Order**

### **Limits of authority**

The *Contractor* has no authority to undertake work or expense without authorisation from the *Service Manager* to whom the *Contractor* reports directly.

### **The *Employer's* SAP task order system**

- A SAP task order, together with an instruction from the *Employer* to perform a Task, is the *Employer's* notice to the *Contractor* to carry out a Task.
- The *Contractor* does not perform any work without a SAP task order accompanying the *Employer's* instruction to perform a Task.
- The *Contractor* performing work without a SAP task order is done at the risk of non-payment by the *Employer*.
- The *Employer* may not issue a SAP task order after the *completion date*.
- To enable payment the *Service Manager* and the *Contractor* signs next to each line of the *services* on the applicable SAP generated task order.

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

#### **3.1 Health and safety risk management**

##### **Health and safety on Site**

The *Contractor* complies with all health and safety regulations and laws as are applicable.

The *Contractor* does not compromise any safety aspect of the Affected Property, the *Employer's* employees, the environment, the public, and any other activity within the Affected Property during his execution of the service.

##### **Occupational Health and Safety Act (OH&SA#85 of 1993)**

The Act is the governing law for all work and is complied with at all times.

Personal protective clothing as specified in the Act for all work, except work in the radiological controlled zone, is provided and is kept in good order by the *Contractor*. Protective clothing for work in the controlled zone is prescribed and is supplied by the *Employer*.

##### **Emergency mustering, accountability and evacuation**

Due to the nature of the Site it is a requirement to have full accountability of employees at all times. It is therefore required that the *Contractor* has and maintains a current status and accountability list of all his personnel on *site*. The accountability list shall be handed to the *Employer* each time a change occurs.

If agreed between the Employer and the Contractor that a site supervisor is required, the Contractor will ensure that his site supervisor takes full responsibility of this requirement and that he and his employees are fully conversant with the mustering requirements as detailed in procedure KAA-611 that can be obtained from the documentation group on site.

#### **3.2 Environmental constraints and management**

The *Contractor* ensures that all plant and materials, services and work supplied in terms of this contract conform to all applicable environmental legislation and to the *Employer's* environmental specifications.

#### **3.3 Quality assurance requirements**

##### **Monitoring, Authorisations, Review**

- The *Contractor* ensures that his staff is conversant with the content of the services as defined by the Service Information, quality control plans/work plans and work instructions.
- *Contractor's* authorisation of personnel applied for Providing the Services, is made available to the *Service Manager* on request.
- The *Contractor's* quality assurance system and quality control programmes are subject to review and acceptance by the *Service Manager*. The *Service Manager* clarifies the list of applicable internal documents and perimeter for review

##### **Contractor's quality assurance and quality control**

In accordance with Employer's procedures and processes.

## 4 Procurement

### 4.1 People

#### 4.1.1 Minimum requirements of people employed

The *Contractor* supplies appropriately qualified and experienced, medically fit staff in the categories specified.

#### Qualifications of key personnel

The *Contractor* ensures that all key personnel assigned to the *services* meet the requirements of the *Employer's* security and medical qualifications as well as training and experience generally required by similar utilities elsewhere in respect of similar work. Where required, these staff members also meet such requirements as the National Nuclear Regulator may stipulate from time to time.

The *Contractor* provides orientation and technical training, where applicable, for all key personnel in accordance with the requirements of the *Employer's* Radiological Safety Regulations, the *Employer's* Industrial Safety Programme, and, in general, the whole framework of plant rules and regulations which may be in force at the *Employer's* site from time to time, which is available on request.

All Radiation workers comply with such radiation protection standards as is required by the *Employer*.

#### 4.1.2 BBBEE and preferencing scheme

Applicable as per the *Contractor's* BBBEE Score Sheet.

#### 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

TSC3 does not make use of nominated subcontracting, but the *Employer* may list which subcontractors or suppliers the *Contractor* is required to enter into subcontracts with. This is usually only required where specialist services need to be obtained from a particular supplier or group of suppliers in order to comply with operational standards.

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

Specify any constraints on how the *Contractor* is to prepare subcontract documentation, whether use of the NEC system is compulsory or not (compulsory is recommended) and how subcontract tenders are to be issued, received, assessed (using a joint report?) and awarded.

#### 4.2.3 Limitations on subcontracting

The *Employer* may require that the *Contractor* must subcontract certain specialised work, or that the *Contractor* shall not subcontract more than a specified proportion of the whole of the contract.

#### 4.2.4 Attendance on subcontractors

State requirements for attendance on Subcontractors, if any

### 4.3 Plant and Materials

#### 4.3.1 Specifications

The *Contractor* will carry out work in accordance with the *Employer's* working procedures and processes.

#### 4.3.2 Correction of defects

Contractor employees work under the supervision of Employer personnel and the work is carried out in accordance with Employer's procedures and processes.

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

Not Applicable

#### 4.3.4 Tests and inspections before delivery

Not Applicable

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

Item	Date by which it will be provided
Work authorizations and Permits to commence the work including a Responsible person.	As per Task Order
Administrative procedures were applicable	As per Task Order
On-site canteen services	As per Task Order
Receiving and storage of equipment, consumables and material supplied if required	As per Task Order
Access to working and training areas for personnel and equipment	As per Task Order
Radiation Protection coverage and support	As per Task Order

#### 4.3.6 Cataloguing requirements by the *Contractor*

Not Applicable

## 5 Working on the Affected Property

### Site Information

#### Topographical

- **Location of the site**

The site is located at Koeberg Nuclear Power Station (KNPS) north of Melkbosstrand in the South Western Cape and is reached via the main road from Cape Town to Saldanha (R27). The turn off to KNPS is indicated on the R27. KNPS is approximately 30km north of Cape Town and the approximate co-ordinates are 33°40.7'S and 18°26.1'E.

After the turn off, the access route follows the main access road to KNPS.

- **Security check points**

Prior to access to site, there are two Public Exclusion Barrier (PEB) security check points, viz. at the entrance from the R27 and at the entrance from Duynfontein. Security access is through Access Control Points (ACP) 1 and 2.

### Constraints on how the Contractor Provides the Service

The *Contractor* carries out the work under this Contract, taking due cognisance of the following constraints, as applicable to the *services*.

#### Training

All work carried out by the *Contractor* under or in connection with this contract makes use of competent and professional knowledge that conforms to internationally or national accepted standards and practices prevailing in the nuclear industry.

#### Training and emergency preparedness

##### General employment training (mandatory)

All *Contractors* performing tasks to complete the *service* attend a once off, Plant Induction Training (PIT) course for approximately one day.

The *Contractor* makes the necessary arrangements for access training.

##### ***Employer's Affected Property access control***

##### **Fitness for Duty (FFD) management**

#### Summary

Fitness for Duty Training refers to requirements that an individual must comply with before work may be performed on the Koeberg Nuclear site.

The specific Fitness for duty training will be communicated by the Employers Agent to the Contractor at contract award stage but will include for a minimum drug test; criminal record check, medical fitness for duty assessment, induction training.

Refer to Procedure 335-68 Latest Revision.

#### Security check points



Prior to access to site, the *Contractor* passes through various security check points, viz. Entrance at the R27 access gate, entrance at the Duynfontein entrance and at Access Control Point 1 (ACP-1).

#### **Vehicles and tools/equipment (as applicable)**

All vehicles and equipment are subject to a security screening before they are allowed on site. Vehicles will only be allowed on site upon proof to the *Employer* that there is a requirement for such a vehicle to complete the works. All vehicles must comply with rules and regulations as per the *Employer's* policies and procedures.

All equipment and tools are subject to a security screening before it is allowed on the site.

All equipment and tools are listed and specified before they are brought on site. This list serves as evidence for removal permits.

*Employer* transport is not available to *Contractor* employees and vehicles are only allowed on site, if justified to the *Employer* that such a vehicle is necessary to Provide the Services.

Vehicle access permits, when approved by the *Employer*, are obtained from the *Employer's* Protective Services section.

The *Contractor* ensures that no passengers are transported on the back of LDV's (bakkies) or trucks within the boundaries of the *Employer's* property which starts at the Public Exclusion Barrier (PEB) entrances at the R27 and Duynfontein. Failure to adhere will result in access onto the *Employer's* property being denied.

#### **Permit to Work (PTW) (as applicable)**

All work performed on the site is governed by the *Employer's* PTW system and no work is allowed without this authorisation.

#### **Emergency Mustering and Accountability and Evacuation**

To be performed by relevant department.

#### **Third party inspectorate (as applicable)**

Not applicable.

#### **Dealings with authorities and obtaining permits**

The Parties are separately responsible for all dealings with government and local authorities relating to its role in terms of the contract and obtains and maintains at its own expense such permits, licenses and authorisations as may be required in this regard.

#### **Co-ordination with work of Others**

The *Employer* co-ordinates the execution of the *Contractor's* work with the work of Others on site. The *Contractor* co-operates with and does not delay, impede or otherwise impair the work of Others.

#### **Confidentiality and Publicity**

The exchange between the Parties or the disclosure to third parties of information is subject to the provisions of the Nuclear Energy Act 92 of 1982, the National Key Points Act 102 of 1980 and the Protection of Information Act 84 of 1982.

The *Contractor* agrees that neither the *Contractor* nor its employees, agents or Subcontractors makes any public statements or release to any third party any information concerning the services without first obtaining the written approval of the *Employer* which is not unreasonably withheld. Requests to release information is co-ordinated through the designated *Employer's* Commercial Manager or the *Employer's* Power Station Manager or as otherwise specified in the Scope.

The Contractor ensures that his employees adhere to these restrictions.

### **Laws and Regulations to be complied with**

The Contractor at his own expense complies with the Nuclear Energy Act 92 of 1982, the National Key Points Act 102 of 1980, the Protection of Information Act 84 of 1982 and in general with all laws, regulations, bye-laws and requirements of local and other authorities which may be applicable to the services and as amended or replaced.

The Contractor complies with the Employer's Radiological Safety Regulations Programme, and in general, the whole framework of plant rules and regulations which may be in force at the Employer's facilities from time to time.

At the site the Contractor is at all relevant times under the authority of the Employer's Power Station Manager for the purpose of giving effect to the provisions of the above two clauses hereof. Notwithstanding the afore said, this does not in any way relieve the Contractor of his obligation to comply with the relevant legislation, should the Employer's Power Station Manager fail to act in any specific manner which makes him or the Employer liable in any way whatsoever.

The Contractor at its own expense complies with the Basic Conditions of Employment Act No. 75 of 1997. The Contractor indemnifies the Employer against any claims, proceedings, compensation and cost arising from the Contractor transgression of the Act.

The Contractor complies with all relevant labour legislation and applies to the Ministerial Determination for working hours, and obtains approval prior to the commencement of any work on site. The Contractor submits the approval to the Employer for acceptance.

### **Security**

All radiation workers are prior to them being allowed to commence work in terms of the contract, have satisfactorily passed security screening by the Contractor in terms of the Contractor's own security regulations and the Contractor's conditions of employment.

All the Contractor's personnel are subject to, and conform to the Employer's and, where applicable, to the Employer's Nuclear Power Station's security system and processes.

If requested by the Employer, the Contractor furnishes the Employer with the curriculum vitae, security records, police clearance and credit checks, and where applicable, medical records and radiation exposure histories of all Contractor personnel.

A valid SA identity document or a valid passport in respect of foreign nationals is required for a security permit to gain access to the Employer's premises.

The violation of any security measures results in the withdrawal of security access permits.

The Contractor remains responsible for the retrieval and return of all the Employer's security access permits upon expiry of the contract. A cost of R100,00 per security access permit is levied on the Contractor, should permits not be returned upon expiry of the contract.

The Contractor ensures that all employees complete an exit process on their final day of employment at the Employer's site.

### **Radiation Protection Services**

The Employer is responsible, without cost to the Contractor, for providing all services associated with radiological surveillance activities.

These services include the following:

Providing personnel to perform surveillance activities  
Maintenance and operation of survey instrumentation  
Specifying the necessary documentation and training requirements  
Providing the equipment and manpower for decontamination of personnel, equipment and tools.

Work in the radiological areas (i.e. the controlled zones) does not proceed until the Employer has notified the Contractor in writing that all conditions, precautions and measures, which may be necessary and appropriate to perform work safely in accordance with applicable South African regulations and the Employer's "Permit to Work" system, are met.

### **Radiation Workers (as applicable)**

It is a Nuclear license requirement that all personnel classified as radiation workers on completion of their work period on a Nuclear site receive a final whole body count administered by the Employer's Radiation Protection Group at the site.

The Contractor ensures that all radiation workers receive a whole body count clearance certificate from the Employer's Radiation Protection group on their last day of work on the Employer's site.

For control purposes the final payment of the contract will be withheld if the tax invoice is not accompanied by a clearance certificate which the Contractor obtains from the Employer's Radiation Protection Group on site.

### **Communication and information exchange with the *Employer* and others**

The Contractor:

Handles all formal communication between the Contractor and the Employer through the Service Manager or other person delegated in writing by the Employer.

Conducts informal day-to-day oral communications with others as necessary for the purpose of Providing the Services.

Maintains an up to date record of the receipt and submission of all communication related to Providing the Services.

### **Ethics**

The Employer is committed to the highest standard of ethical behaviour and expects the same from all contractors.

### **Site hours**

Employer working hours are 24 hours a day, 7 days a week during outage periods.

The Contractor takes due cognisance of the Employer's working hours whilst Providing the Service and performs regular reporting of person hours worked on a monthly basis to the Service Manager.

## **5.1 People restrictions, hours of work, conduct and records**

### **People**

The *Contractor* maintains at all times a harmonious relationship with and co-operates with the *Employer* and all its suppliers and sub-suppliers or their employees who may be involved.

The *Contractor* employs in and about the Provision of the Services only such persons that are careful, competent and efficient in their several trades and callings and the *Employer* reserves the right to object to and require the *Contractor* to remove from the *services* forthwith any person employed by the *Contractor* in or about the Provision of the Services who, in the opinion of the *Employer*, misconduct's himself or is

incompetent or negligent in the proper performance of his duties and such person is not again employed for the *services* without the written permission of the *Employer*.

The *Contractor* ensures that the *Contractor's* employees are reasonably fluent in the *language of the contract*.

The *Contractor* regularly reports person hours worked to the *Employer* on a monthly basis.

### **Hours of Work**

The *Employer* requires the resources to work 40 hours a week where normal working times are Monday to Thursday from 07:30 to 16:35 and on Friday from 07:30 to 13:30. Additional working hours maybe requested on a case by case basis, this will be communicated to the contractor.

Provision must be made for shift work for resources during identified periods and where 24/7 cover is required. This will be communicated on a case by case basis with the contractor.

The hours are estimated at 168 hours per month per resource category applicable to the service.

For on-line implementation, the resources allocated to execute the service may be required to work 8hr staggered shifts covering 12 hrs of the day with the option to work extended 12hrs a shift and/or weekends as required for the services.

During outage implementation, the resources allocated to execute the service may be required to work extended 10hrs staggered shifts covering 24 hrs a day with the option to work a maximum of 12 hrs a shift and/or weekends as and when required for the services.

## **5.2 Health and safety facilities on the Affected Property**

**The following are applicable on the affected property:**

The *Contractor* complies with the *Employer's* SHE specification (Eskom Level 1 Construction Safety, Health and Environment Procedure – reference 32-136(0) and must request it from the *Service Manager* on site establishment.

All work carried out by the *Contractor*, is done in strict accordance with all relevant safety Laws and procedures.

The *Contractor* is responsible for the Personal Protective Equipment (PPE) for his employees such as but not limited to; overalls, hard hats, safety boots, ear plugs and safety glasses.

## **5.3 Environmental controls, fauna & flora**

As per the general environmental requirements referred to in section 3 above.

## **5.4 Cooperating with and obtaining acceptance of Others**

### **Co-operation with others and standard of the services**

All work is subject to, at any given time, inspections by various *Employer* groups, i.e. Safety Risk Management, Fire Risk Management, Engineering, and Quality Assurance/Quality Control.

In Providing the Services, the *Contractor*:

- Shares the site with others and maintains a harmonious relationship at all times with, and co-operates with the *Employer* and others and their employees who may be working in the same area or on the same system.
- Makes available the assignees and *key persons* timeously for Providing the Services.
- Makes it his business to gain sufficient understanding relevant to the *services* and of the *Employer's* mission and objectives.

- Seeks out everything necessary to identify those matters that fall fully or partially within the scope of the *services*, whether or not such matters are addressed in the description of the *services* or in the Scope or in other requirements for the *services* stated from time to time.
- Brings to the attention of the *Employer* any additional services that the *Contractor* believes should be performed by him in keeping with sound professional practice.
- Notifies the *Employer* of any matter that the *Contractor* disagrees with or cannot resolve to his satisfaction.
- Co-operates at any time with others (e.g. an independent person) appointed by the *Employer* to review work done by the *Contractor* in Providing the Services.

Co-operates and provides information as required by the *Employer* for issues affecting the *services*, but outside the scope of the *services*

## 5.5 Equipment provided by the *Employer*

Provide details of equipment (e.g. overhead cranes) made available for use by the employer and set out conditions relating thereto.

## 5.6 Site services and facilities

Electric power for use during the *services* is supplied free of charge to the *Contractor* and no connection fee is levied.

All electrical installations comply with the details set out in the applicable regulations.

The *Employer* does not guarantee continuity of supply and power failures do not constitute a compensation event.

### Control of radioactive equipment, plant or material (as applicable)

Prior to equipment, plant or materials that is to be used in the *Employer's* site radiological control zones, being brought onto the *Employer's* site, the *Contractor*:

obtains the *Employer's* acceptance of a Radiological Surveillance Report, provided by the *Contractor*, which details the radiological conditions/cleanliness of the equipment, plant or materials in terms of dose rate and contamination level (fixed/loose); and

makes available such equipment, plant or materials for scrutiny by the *Employer's* RP Group, when first unpacked/unfolded/uncontained from its original shipment packing.

### 5.6.1 Provided by the *Employer*

#### Supply of personal computers (as applicable)

Where agreed upon between the *Employer* and the *Contractor* desktops or laptops for use during the *services* will be provided free of charge to the *Contractor*. This is to be returned immediately after the suspension of *services* by the *Contractor's* employee. Failure to do so will result in criminal proceedings.

All expenses incurred by the *Employer* in the event of damage or theft of the asset are for the *Contractor's* account.

#### Facilities

The *Contractor* is liable for any damage incurred to the *Employer's* facility during the period of occupation by the *Contractor*.

The *Contractor* submits a facilities checklist to the *Employer* for acceptance, prior to occupation and again upon departure, which serves as proof of any damage to the *Employer's* facility.

### **Canteen and snack bar**

The canteen and snack bar are only used on a cash basis.

### **Telephones**

No cellular or mobile phones are allowed on site.

The *Contractor* is responsible for payment of the total telephone account when the *Employer's* telephone account system is utilised by the *Contractor*.

### **Use of the *Employer's* tools and equipment (as applicable)**

#### **Special equipment for irradiated areas (as applicable)**

Any special equipment for work in radiological areas are furnished by the *Employer* at no cost to the *Contractor* except if specified otherwise in the Scope or unless otherwise agreed by the Parties.

Any additional special equipment furnished by the *Contractor* which in the *Employer's* opinion cannot be recovered (whether decontaminated or not), is charged to the *Employer* at its replacement value which value is determined by mutual agreement at the time when the equipment is furnished by the *Contractor*.

The *Employer* and the *Contractor*, by mutual agreement decide whether or not any such equipment can still be used, notwithstanding that it has been contaminated.

#### **5.6.2 Provided by the *Contractor***

None

### **5.7 Control of noise, dust, water and waste**

As per Task Order

### **5.8 Hook ups to existing works**

Not Applicable

### **5.9 Tests and inspections**

#### **5.9.1 Description of tests and inspections**

As per Task Order

#### **5.9.2 Materials facilities and samples for tests and inspections**

As per Task Order

## **6 List of drawings**

As per Task Order if applicable

## APPENDIX A

### EMS/IMS JOB OUTPUTS

A. Electrical Maintenance Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Electrical Maintenance services.</p> <ul style="list-style-type: none"> <li>• Preparation of work packages (temporary working procedure/work instructions) for online and outage Long Term Operations (LTO) of the electrical components (e.g. cables, motors, switchboards, actuators, breakers, etc.)</li> <li>• Create new service notes using maintenance manuals, engineering drawings/designs/instructions, engineering programmes, etc.</li> <li>• Updating of existing service notes related to LTOs.</li> <li>• Create new Bill Of Materials (BOMs) for electrical components.</li> <li>• Updating of existing BOMs of temporary working procedures and service notes.</li> <li>• Create new maintenance procedures if and when required.</li> <li>• Update maintenance working procedures.</li> <li>• Do assessments on Condition reports related to LTO scope.</li> <li>• Compiling Condition reports for LTO scope.</li> <li>• Investigating out of tolerances of service notes (with engineering inputs if required, e.g. Reliability Engineering, RE) and recommend actions.</li> <li>• Leading in-house LTO electrical projects.</li> <li>• Perform visual and tactile inspections on electrical components</li> <li>• Perform Very Low Frequency (VLF) testing on electrical cables</li> <li>• Perform partial discharge testing on electrical components</li> <li>• Perform Frequency Domain Reflectometry (FDR) testing in electrical cables</li> <li>•</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Finalised work packages</li> <li>• New service notes</li> <li>• Existing service notes updated</li> <li>• New Bill of Materials</li> <li>• Bill of Materials updates</li> <li>• New maintenance procedures</li> <li>• Updated maintenance working procedures.</li> <li>• Condition report compilation.</li> <li>• Condition report assessments</li> <li>• Recommendations for out of tolerance for service notes</li> <li>• Implement LTO electrical projects</li> <li>• Visual and tactical inspection report</li> <li>• Very low frequency testing report</li> <li>• Partial discharge testing report</li> <li>• Frequency domain reflectometry testing report</li> <li>• Create and update maintenance history on SAP</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• As per URS</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable experience at Koeberg</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Good interpersonal skills;</li> <li>• Ability to work and communicate successfully in diverse teams.</li> <li>• Computer skills.</li> <li>• Coaching Skills</li> <li>• Supervising skills</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

A. Instrumentation Maintenance Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Instrumentation Maintenance services.</p> <ul style="list-style-type: none"> <li>• Provide technical support / expertise and liaise with other departments</li> <li>• Calibrate all types of Koeberg M&amp;TE</li> <li>• Collect and deliver M&amp;TE at Brackenfell, etc</li> <li>• Compile and review procedures</li> <li>• Initiate and implement proactive improvements of short and long-term instrumentation maintenance.</li> <li>• Develop and implement work improvement initiative</li> <li>• Comply with safety requirements as per OTS, OH&amp;S Act. etc, and assist with safety audits</li> <li>• Raise out of tolerance and safety notifications</li> <li>• Identify and test potentially faulty components / equipment and record results.</li> <li>• Initiate and / or repair and replace faulty components / equipment.</li> <li>• Identify potential problems and initiate proactive measures to correct timeously.</li> <li>• Conduct maintenance activities by complying with all standards, procedures and instructions.</li> <li>• Repair / replace / calibrate faulty equipment as instructed.</li> <li>• Set up and adjust components / equipment installed according to specifications.</li> <li>• Perform quality checks of goods received against technical specifications.</li> <li>• Perform plant inspections and identify obvious faults / defects and risks.</li> <li>• Record full details and technical related history of work carried out on notifications / defects and scheduled work / planned maintenance documents prior to submission to the supervisor with special reference to material used</li> <li>• Repairs carried out and equipment used.</li> <li>• Perform Visual and Tactile inspections</li> <li>• Provide assistance to artisans and technicians on plant.</li> <li>• Assist storeman with issuing of M&amp;TE and inventory control in stores.</li> <li>• Collect spares ordered by artisans / technicians from Sites Stores</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Compiled and signed off procedures</li> <li>• Reviewed procedures</li> <li>• Work improvement plans</li> <li>• All assigned test equipment and M&amp;TE calibrated and out of tolerances raised if required.</li> <li>• All assigned test equipment and M&amp;TE repaired or “scrapped” process followed where required.</li> <li>• Equipment test results</li> <li>• Complete Maintenance activities</li> <li>• Equipment calibration</li> <li>• List of defects/risks from plant inspections</li> <li>• History summary reports.</li> <li>• Shift Log reports.</li> <li>• Out of tolerances reports.</li> <li>• Visual and Tactile inspection reports</li> <li>• Calibration reports</li> <li>•</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• As Per URS</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable Koeberg experience</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Must be able-bodied and able to identify and transport tools and equipment by hand</li> <li>• Working shifts when required</li> <li>• Must be knowledgeable and implement and practice HP Tools.</li> <li>• Must be punctual and of sober habits.</li> </ul>



**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

**ADMIN SUPPORT JOB OUTPUTS**

A. General Clerical Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of General Clerical Services:</p> <ul style="list-style-type: none"> <li>• Answer Telephones</li> <li>• Process mail, file documents</li> <li>• Arrange appointments</li> <li>• Make travel arrangements</li> <li>• Type documentation</li> <li>• Provide assistance</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Screen and resolve all incoming calls</li> <li>• Take action on unreturned calls</li> <li>• Prepare summaries/reply to queries</li> <li>• Open all mail and sort in order of priority for manager (including E-mail)</li> <li>• Coverslip outgoing/incoming mail and distribute</li> <li>• Maintain general files for departments and personal files</li> <li>• Maintain listing of files</li> <li>• Retrieve files</li> <li>• Make appointments</li> <li>• Prepare all relevant paperwork prior to meetings</li> <li>• Arrange meetings; book venues; inform attendees</li> <li>• Prepare agendas, follow up on action</li> <li>• Arrange flights, hotel and car hire</li> <li>• Assemble paperwork relevant to trip</li> <li>• Obtain allowance in advance</li> <li>• Verify validity of travel documents (visas, passport, etc) when applicable</li> <li>• Type all correspondence/minutes</li> <li>• Perform secretarial function for meeting management and records/minutes.</li> <li>• Prepare all presentation packages (spreadsheets, overheads, graphs etc)</li> <li>• Maintain an action tracking database by input/follow-up</li> <li>• Collect information into routine reports</li> <li>• Ensure stationary stocks availability</li> <li>• Assist various groups with typing as necessary</li> <li>• Organise functions on/off site</li> <li>• Arrange for visitors (permits, meals, receive them, transport)</li> <li>• Screen visitors where necessary</li> <li>• Facilitate access between manager and subordinates</li> <li>• Manage office logistics and stocks</li> <li>• SAP work order updates</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• Grade 12 +,</li> <li>• 1 years' experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous experience at Koeberg</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Good interpersonal skills;</li> <li>• Ability to work and communicate successfully in diverse teams.</li> <li>• Computer skills.</li> <li>• SharePoint training and competence</li> <li>• Competence on Eskom Intranet and time management systems</li> <li>• Ability to access and manage FFD process for group</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

B. Project documentation management services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of documentation management services</p> <ul style="list-style-type: none"> <li>• Maintenance of a hardcopy and electronic filing system</li> <li>• Management of project information and correspondence</li> <li>• Maintenance of the project information database</li> <li>• Perform archiving and binding of documents as required and ensure that the archive inventory is kept updated.</li> <li>• Maintenance of the workflow database and project work-control systems</li> <li>• Issuing and controlling correspondence reference and revision numbers</li> <li>• Circulation of documents for review and/or signature</li> <li>• Interfacing with author/s for resolution of anomalies and queries</li> <li>• Submission of authorised documents available through electronic media</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Relevant project correspondence register</li> <li>• Statistical report of version control</li> <li>• Transmittals signed and returned in 24 hours</li> <li>• Report of letters filed in Hyperwave</li> <li>• Report on cover letters prepared and sent off to Koeberg Operating Unit records section</li> <li>• Quality management system (QMS) register</li> <li>• QMS reporting (authorised, draft, reviews, superseded)</li> <li>• QMS publishing on Hyperwave</li> <li>• Modification register (configuration control)</li> <li>• Creating of purchase orders on SAP and work order updates</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 years' experience;</li> <li>• Project documentation management and control knowledge</li> <li>• SAP authorisation</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Related experience on projects</li> <li>• Working knowledge Hyperwave and Sharepoint.</li> <li>• SAP training and authorisation</li> <li>• SharePoint training and competence</li> <li>• Competence on Eskom Intranet and time management systems</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• This level of service requires an honest trustworthy professional with strong interpersonal skills as the function is performed across many areas of projects;</li> <li>• Ability to work under pressure;</li> <li>• Exceptional attention to detail;</li> <li>• Demonstrable knowledge of project management concepts (experience on previous projects); and</li> <li>• Computer skills.</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

C. Nuclear Training Clerical Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Nuclear Training Clerical Services:</p> <ul style="list-style-type: none"> <li>• Provide course administration and co-ordination</li> <li>• Perform a master user service for SAP training and events</li> <li>• Provide a secretarial service</li> <li>• Provide an information service to user departments</li> <li>• Receive and log course applications</li> <li>• Verify that course applications are relevant to the appropriate training schemes/programmes</li> <li>• Enrol learners on courses</li> </ul>

	<ul style="list-style-type: none"> <li>• Dispatch confirmation notifications to learners</li> <li>• Assist in construction of training schedules taking cognisance of station requirements</li> <li>• Communicate with learners' compliance with course prerequisites</li> <li>• Compare nomination and attendance lists</li> <li>• Distribute course certificates and learner performance reports</li> <li>• Arrange and monitor payment of course fees</li> <li>• Provide instructors with course attendance lists</li> <li>• Finalise course nominations 7 days prior to course start dates</li> <li>• Arrange travel (flight, train, other) accommodation and meals via the correct channels and confirming these with learners</li> <li>• Create contractors before registration on SAP</li> <li>• Create new external instructors on SAP</li> <li>• Create new external companies on SAP</li> <li>• Link internal instructors to courses on SAP</li> <li>• Keep stationary stocks and issuing as required</li> <li>•</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Compile an updatable Koeberg course catalogue</li> <li>• Compile training feedback reports as required</li> <li>• Create new courses (modules) on SAP</li> <li>• Schedule courses with dates (presentations)</li> <li>• Maintain personnel training files</li> <li>• Complete daily labour reports</li> <li>• Update the groups Quality Records List (QRL)</li> <li>• Develop and maintain a group filing system</li> <li>• Answer and respond to telephone queries</li> <li>• Supply information concerning available courses e.g. dates, venues, course attendance etc.</li> <li>• Compile statistics and month end reports as required</li> <li>• Compile and distributing Koeberg course bulletins</li> <li>• Update managers diary and appointments</li> <li>• Liaise with external organisations concerning course availability</li> <li>• Collect information and perform data entry</li> <li>• Training Observation capturing and trending</li> <li>• Preparing data for HPOC and SQITR, quarterly and annual rollup of observations</li> <li>• Load TCRs on the TCR database - Training Change Request Process</li> <li>• Compiling statistics for Key Performance Indicators, including updating graphs and information for interpretation</li> <li>• Visio Drawings/Flowcharts</li> <li>• Update and Maintain Active Position, SME, waiver and JFG Registers</li> <li>• Training Department Forms update and config management</li> <li>• Training Admin &amp; TMG Work Instruction update and catalogue management</li> <li>• Instructor Competence Sheet update, trends &amp; action logs</li> <li>• Update of CAC Status &amp; minutes</li> <li>• Document custodian role</li> <li>• QRL Management</li> <li>• Compiling learner and instructor aides for ETDP training</li> <li>• Developing Excel control sheets for ETDP activities and contract activities</li> <li>• Update Induction Guide &amp; Checklist for ETDPs sheet</li> <li>• Training Programme Health Rating &amp; Koeberg Training Stats Overview Development</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 1 years' experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Experience at Koeberg</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Good interpersonal skills;</li> <li>• Ability to work and communicate successfully in diverse teams</li> <li>• Computer skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• SharePoint training and competence</li> <li>• Competence on Eskom Intranet and time management systems</li> <li>• Ability to access and manage FFD process for group</li> </ul>
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**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

D. Documentation Clerical Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Documentation Clerical Services:</p> <ul style="list-style-type: none"> <li>• Perform configuration control activities</li> <li>• Track and expedite material requisitions/purchase orders</li> <li>• Control modification close out packages</li> <li>• Archive modification packages</li> <li>• Provide general administration assistance</li> <li>• Retrieval of documents from the EDMS and hardcopies from the Maxtor and Archival facilities</li> <li>• Scanning of documents</li> <li>• Linking of scanned documents on the EDMS – Metrofile and Pigo</li> <li>• Bulk-printing and various methodologies</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Track and expedite design drawing requests and procedure change requests</li> <li>• Check that a configuration compliance checklist is compiled and updated on all current projects</li> <li>• Liaise with Design Engineering and technical documentation and records management to resolve compliance issues</li> <li>• Compile reports on document drawing request statistics for management dissemination</li> <li>• Retrieve all documents and drawings required for a project</li> <li>• Control and track project work packages and Quality Assurance Data Packages (QADP)</li> <li>• Submit completed work packages and quality assurance data packages to relevant end users for long term filing</li> <li>• Set-up and maintain a database indicating the location and status of each work package and QADP</li> <li>• Coordinate corrective actions relating to any anomalies in the configuration control domain</li> <li>• Track all requisitions and orders such as material requests, site work authorisations and local purchase orders</li> <li>• Maintain a status report of all current material requisitions in</li> <li>• Report problem areas to project leaders, work controller and buyers</li> <li>• Collect all available information pertaining to cancelled projects and compile packages for archiving</li> <li>• Issuing reports of readiness for close-out of modification packages for projects</li> <li>• Follow up on late modification close out packages</li> <li>• Check that the contents of completed close out packages have been correctly compiled and ready for archiving</li> <li>• Return incomplete packages to compiler to attend to outstanding issues/documentation</li> <li>• Coordinate the closing out of incomplete packages, collecting all available documentation, conduct interviews, arrange photographs of plant etc.</li> <li>• Complete cover sheets for archiving documentation</li> <li>• Receive and register closed packages for archiving in documentation</li> <li>• Check packages for completeness and obtain final signatures</li> <li>• Update records on project tracking database</li> <li>• Complete transmittal forms, submit packages for archiving and obtain relevant signatures</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete transmittal for modification review board documentation, submit to documentation for archiving and obtain relevant signatures</li> <li>• Write relevant letters, memo's, compiling reports, preparing and making presentations etc.</li> <li>• Handle queries</li> <li>• Do relevant filing</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 year's experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous Experience at Koeberg</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Typing skills</li> <li>• Research skills</li> <li>• MS Office</li> <li>• Soft skills – time management/communication/client services</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

### MMS JOB OUTPUTS

E. Mechanical Maintenance Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Mechanical Maintenance services.</p> <ul style="list-style-type: none"> <li>• Preparation of work packages (temporary working procedures/work instructions) for online and outage Long Term Operations (LTO) of the mechanical components (e.g. pumps, valves, fans, heat exchangers etc.)</li> <li>• Create new service notes using maintenance manuals, engineering drawings/designs/instructions, engineering programmes, etc.</li> <li>• Updating of existing service notes related to LTOs.</li> <li>• Create new Bill Of Materials (BOMs) for mechanical components.</li> <li>• Updating of existing BOMs of temporary working procedures and service notes.</li> <li>• Create new maintenance procedures if and when required.</li> <li>• Update maintenance working procedures.</li> <li>• Do assessments on condition reports related to LTO mechanical scope.</li> <li>• Compiling Condition reports for LTO mechanical scope.</li> <li>• Investigating out of tolerances of service notes (with engineering inputs if required, e.g. Reliability Engineering) and recommend actions.</li> <li>• Leading in-house LTO mechanical projects.</li> <li>• Create and update work order history on SAP</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Finalised work packages</li> <li>• New service notes</li> <li>• Existing service notes updated</li> <li>• New Bill of Materials</li> <li>• Bill of Materials updates</li> <li>• New maintenance procedures</li> <li>• Updated maintenance working procedures.</li> <li>• Condition report compilation.</li> <li>• Condition report assessments</li> <li>• Recommendations for out of tolerance for service notes</li> <li>• Implement LTO mechanical projects</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• As per URS</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable experience at Koeberg</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Good interpersonal skills;</li> <li>• Ability to work and communicate successfully in diverse teams.</li> <li>• Computer skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coaching Skills</li> <li>• Supervising skills</li> </ul>
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**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

### NUCLEAR TRAINING JOB OUTPUTS

F. Nuclear Training services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Nuclear Training services:</p> <ul style="list-style-type: none"> <li>• Conduct training needs analysis</li> <li>• Address Learning needs</li> <li>• Arrange learning intervention</li> <li>• Obtain learning materials and equipment</li> <li>• Conduct training</li> <li>• Assess learner/staff competency</li> <li>• Evaluate learning systems, materials and interventions</li> <li>• Provide a training advisory service</li> <li>• Provide administrative support</li> <li>• APR management</li> <li>• Evaluation of new instructors - RPL documents etc.</li> <li>• Instructor Comprehensive evaluations</li> <li>• QC of Instructor APR files</li> <li>• Update and management of the Authorisation Indicator</li> <li>• Compile and revise ETDP Training Schedule</li> <li>• ETDP continuing training management and administration</li> <li>• Develop and control Training Briefs</li> <li>• Prepare and analyse quarterly observation trends</li> <li>• Secretariat of the ICSC</li> <li>• Develop Instructor Initial and Continuing training material</li> <li>• Analyse the Training Department KPIs and make recommendations</li> <li>• Assessment of Management Observations on Devonway</li> <li>• Arranging &amp; coordinating ETD Initial and continuing raining</li> <li>• SQITR Analysis and recommendations</li> <li>• Analyses &amp; compiles report on TPERs</li> <li>• Participates in self-assessments</li> <li>• Training Admin Work Instruction development and update</li> <li>• Conducting ACAD comparisons for EDTP</li> <li>• Giving advice/guidance to ETDPs</li> <li>• Conduct comprehensive training observations</li> <li>• Compile annual roll up reports</li> <li>• Compiles procedures &amp; guides</li> <li>• Review and communicate status of coach observations</li> <li>• Compiling quarterly observation trends</li> <li>• Attend CACs</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Produce plans on how performance discrepancies of staff will be analysed</li> <li>• Identify concerns by studying performance reports (e.g. plant performance reports, safety incident report etc) and applying various needs analysis techniques (e.g. Job observations, task analysis, and interviewing employees, supervisors, SME etc and identify training needs)</li> <li>• Confirm/verify with line management and subject matter experts on possible training needs</li> <li>• Correlate needs from performance development plans of staff</li> <li>• Prioritise learning activities according to line management requirements and availability of resources</li> <li>• Develop specifications according to which intervention will be developed e.g.</li> </ul>

	<ul style="list-style-type: none"> <li>building of training simulators</li> <li>Implement guidelines e.g. from line management and subject matter experts</li> <li>Develop and compile individual learning programmes according to identified learning needs</li> <li>Determine the availability of existing learning material</li> <li>Liaise with suppliers of equipment and other experts</li> <li>Draft training modules which includes photos and diagrams</li> <li>Coordinate and build simulators</li> <li>Modify and upgrade learning materials in order to incorporate changes in technology and to enhance the learning process</li> <li>Utilize appropriate learning techniques equipment and customize presentation to address learning needs of learners</li> <li>Presentations</li> <li>Daily attendance registers</li> <li>Evaluate learners continuously</li> <li>Design and develop practical and theoretical instruments to test competence</li> <li>Coordinate competency assessments</li> <li>Participate in all formal assessment panels</li> <li>Report on findings, conclusions and recommendations</li> <li>Develop and administer evaluation instruments e.g. statistical analysis</li> <li>Compile evaluation reports and communicate findings to relevant parties</li> <li>Provide guidance regarding compliance with training standards</li> <li>Monitor/coach other candidates learners</li> <li>Compile candidates' progress report</li> <li>Create and maintain personal data record for every individual candidate on the system</li> <li>Keep record of all assets</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>As per URS</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>Previous applicable experience at Koeberg</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>Good interpersonal skills;</li> <li>Ability to work and communicate successfully in diverse teams.</li> <li>Computer skills.</li> <li>Coaching Skills</li> <li>Supervising skills</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

#### OCC JOB OUTPUTS

G. Project Controller Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of project controller services:</p> <ul style="list-style-type: none"> <li>Prioritising of workload and distribution</li> <li>Tracking of Document Drawing Request (DDR's) and related documentation, and upon completion collate packages</li> <li>Compile and update work instruction to reflect appropriate processes.</li> <li>Close liaison with project managers, supervisors and leaders in connection with their projects and design packages.</li> <li>Manage all relevant document matrixes on incoming and out-going correspondence.</li> <li>Manage of all technical documentation and distribution thereof.</li> <li>Type letters, minutes, correspondence, presentations and distribution of documentation.</li> <li>Ensure the Documentation Control Centre (DCC) receives electronic information and hardcopy (signed documentation) to file.</li> </ul>

	<ul style="list-style-type: none"> <li>• Track documentation and revision control.</li> <li>• Attend project meeting and feedback to the DCC</li> <li>• Obtain relevant signatures for handover, and other project related documents</li> <li>• Quality Assurance Data Package (QADP) compilation.</li> <li>• Facilitate the procurement process in ensuring the supporting documents are in place for commercial related activities.</li> <li>• Facilitate the project related contract management administration.</li> <li>• Facilitate all financial project related activities.</li> <li>• Facilitate Fitness For Duty (FFD) related activities.</li> <li>• Arrange for visitors (arrange permits, accommodation, meals, transport and receive them).</li> <li>• Make photocopies/end faxes and scan documents upon receipt.</li> <li>• Answer telephones by screening, maintain records, actions and summaries.</li> <li>• Process mail, file documents.</li> <li>• Arrange appointments such as agenda, venues, scheduling.</li> <li>• Make travel arrangements including flights, allowance and travel document validity.</li> <li>• Provide assistance by maintain action registers and collecting information, stationery stocks, arrange functions, assist other, provide training for stand-ins.</li> <li>•</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Action registers updated to current.</li> <li>• List of Document and Drawing Requests (DDR's) and status updated to current</li> <li>• Correspondence registers updated to current with statuses</li> <li>• Letters prepared and signed off</li> <li>• Minutes prepared and sign off</li> <li>• Electronic QADP updated and checklist of status updated to current</li> <li>• Presentations prepared and signed off.</li> <li>• Tasks created on Sharepoint for all reviewers.</li> <li>• Tracking list for all tasks updated to current.</li> <li>• Tracking of task orders on SAP</li> <li>• Raise notifications on SAP</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Project Admin courses</li> <li>• 3 years' experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable experience at Koeberg</li> <li>• Working knowledge Hyperwave and Sharepoint</li> <li>• SAP authorisation</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Mature professional person with strong analytical skills</li> <li>• Good interpersonal skills;</li> <li>• Ability to work and communicate successfully in diverse teams.</li> <li>• Understanding of all interdependent project services functions including planning, contracts management, project accounting and document control;</li> <li>• Knowledge of project management concepts (experience on previous projects)</li> <li>• Computer skills.</li> <li>• SAP training and authorisation</li> <li>• SharePoint training and competence</li> <li>• Competence on Eskom Intranet and time management systems</li> <li>• Ability to access and manage FFD process for group</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

H. Quality Assurance	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of the Quality Assurance service:</p> <ul style="list-style-type: none"> <li>• Administer the dates of the external audits as per the requirements of the</li> </ul>



	<p>International Accreditation Bodies</p> <ul style="list-style-type: none"> <li>• Ensure alignment of programme with quality management objectives</li> <li>• Engage stakeholders in the development and implementation of the programme</li> <li>• Develop the audit program considering all business and stakeholders' input</li> <li>• Liaise and collaborate with the relevant stakeholders (internal and external) on the management system program</li> <li>• Develop and communicate all relevant Quality Assurance</li> <li>• Identify and evaluate the risks associated with the managements systems audit programme</li> <li>• Ensure appropriate information regarding the management system audit programme is distributed timeously</li> <li>• Inform the management regarding the contents of the audit programme</li> <li>• Communicate the relevant parts of the audit programme to the relevant parties</li> <li>• Periodically exchanging information and assess audit programme progress</li> <li>• Inform stakeholder regarding management systems audit programme issues</li> <li>• Monitor, review, and update the audit programme to ensure continuous improvement</li> <li>• Evaluate conformity with audit programmes</li> <li>• Evaluate and analyse the performance of the customer feedback e.g. auditees, auditors and other interested parties.</li> <li>• Participate in performance auditing in the assigned areas of responsibility</li> <li>• Facilitate and monitor that management reporting processes are timeous, accurate and relevant</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Develop the management systems audit programme</li> <li>• Coordinate the implementation and maintenance of the management systems audit program</li> <li>• Co-ordinate internal and external stakeholder management:</li> <li>• Effective implementation of the audit programme</li> <li>• Report on the management system audit performance</li> <li>• Perform audits from initiation to reporting</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• National Diploma or equivalent</li> <li>• 5 years related experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable experience at Koeberg</li> <li>• Auditor registration with SAATCA or equivalent</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Knowledge of the auditing process</li> <li>• Knowledge of the principles, practices and techniques of accounting and auditing</li> <li>• Knowledge of root cause analysis to determine the most probable underlying causes of problems an undesired events within an organisation the aim to formulate and agree on corrective actions to at least mitigate, if not eliminate, those causes and so produce significant long-term performance improvement</li> <li>• Skill in the use of computers and various software packages e.g, MS word/excel in conducting audit activities</li> <li>• Demonstrated ability to gather, analyse and evaluate facts, and prepare working papers and audit findings</li> <li>• Knowledge of Quality Assurance activities</li> <li>• SAP authorisation</li> </ul>

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I. Safety officer services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Safety Officers services:</p> <ul style="list-style-type: none"> <li>• Facilitate multi-functional disciplinary work groups to compile risk specific Occupational Safety, Health and Environmental risk assessments and audits processes</li> <li>• Implements, enhances and maintains occupational safety, health and environmental programs within the parameters of legal requirements and other requirements such</li> </ul>

	<p>as ISO 45001:2018 and industry's best practices</p> <ul style="list-style-type: none"> <li>• Provide professional advice and guidance and with respect to occupational safety, health and environment</li> <li>• Analyse and assess the business unit needs with respect to occupational hygiene risk, implement and monitor control measures</li> <li>• Develop and implement safety, health and environmental audits</li> <li>• Compile accurate projections on the integrated safety risk and ensure legislative and business risks created by accidents are managed</li> <li>• Develop and advise on implementation and evaluating the lifestyle of risk management processes and projects</li> <li>• Develop, implement and monitor safety, hygiene and environmental standards and procedures</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Facilitate multi-disciplinary and specialist safety, health and environmental work groups to formulate risk specific assessments and audits</li> <li>• Coordinate related projects and monitor departmental and business performance against set targets</li> <li>• Ensure the maintenance of implemented safety, health and environmental processes</li> <li>• Ensure safety, health and environmental audits, data integrity and data security</li> <li>• Apply integrated risk assessment techniques and tools in alignment with legislation and best practices</li> <li>• Develop and formulate risk strategies and processes to ensure risk mitigation in the business</li> <li>• Provide professional guidance to the business on the implementation of risk strategies</li> <li>• Review the physical and activity based risk assessments on a continuous basis</li> <li>• Coordinate the implementation of risk specific program of dynamic risk identification and risk evaluation in accordance with occupational safety, health and environmental requirements and within the framework of risk management</li> <li>• Advise the procurement department in the selection and placement of service providers and consultants in order to minimise legal and litigating risks</li> <li>• Develop programmes for addressing risk management control strategies</li> <li>• Ensure safety programs are implemented and maintained</li> <li>• Identify the business unit needs through coordinating occupational hygiene risk assessments and the required services</li> <li>• Ensure the survey results obtained meet the approved inspection authority and the Department of Labour requirements</li> <li>• Design and implement awareness sessions for both management and operational role players to create awareness for the occupational hygiene risks</li> <li>• Collate and report on the business occupational disease statistics and ensure data integrity</li> <li>• Analysing historical data and benchmarked results in order to identify critical risks</li> <li>• Provide operational direction in order to ensure the safety, health and environmental risks are managed and that all risk exposures are treated at operational level, reported at Operating/Business Unit level, thereby encouraging improvement in the risk control performance</li> <li>• Analyse and monitor results and repeat audit findings and implement mitigating strategies</li> <li>• Evaluate service providers competence on risk related matters prior to being registered with Eskom</li> <li>• Analyse project designs to identify safety related specifications in line with legislation</li> <li>• Advise and evaluate contractors on compliance to the approved safety plan</li> <li>• Advise line management, contractors and sub-contractors on legislative and governance requirements</li> <li>• Identify emerging risks, business and legislative requirements</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• National Diploma</li> <li>• 3 years 'related experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable experience at Koeberg</li> <li>• Working knowledge of OH&amp;S (KNPS)</li> </ul>

	<ul style="list-style-type: none"> <li>• Familiarity with the OHSA</li> <li>• Working knowledge of KNPS processes</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Sound knowledge of Safety Risk processes, systems and practices</li> <li>• Working knowledge of KNPS processes</li> <li>• Analytical skills</li> <li>• Interpersonal skills</li> <li>• Data base programming and manipulation skills (PC based on SAP HR)</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

J. Fire Risk Management Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Fire Risk Management services:</p> <ul style="list-style-type: none"> <li>• Oversee Senior Fire Officials</li> <li>• Fire risk assessments</li> <li>• Control/perform periodic tests</li> <li>• Perform administrative support activities</li> <li>• Provide support to fire and emergency response personnel during emergencies</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Oversee Senior Fire Officials in the execution of activities.</li> <li>• Conduct on job training/coaching in respect of the performance of periodic tests/inspections, fire pumps, portable and mobile firefighting, rescue equipment and emergency procedures.</li> <li>• Perform inspections with regard to fire safety standards, risk assessments and combustible loading as per checklist, report any deficiencies.</li> <li>• Perform investigations and write reports.</li> <li>• Act on results of evaluations and inspections, correct deviations and deficiencies.</li> <li>• Issue Hot Work and Transient Combustible Permits based on risk assessment</li> <li>• Periodic tests on safety related fire prevention and protection systems.</li> <li>• Periodic tests on Fire detection and suppression systems.</li> <li>• Periodic Tests on radiological controlled areas, conventional plant and surrounding areas.</li> <li>• Complete all related check sheets and report deficiencies.</li> <li>• Check service notifications; obtain related records, procedures, etc for periodic tests.</li> <li>• Check and update periodic test procedures and records.</li> <li>• Conduct risk assessment and issue hot work permits.</li> <li>• Update SAP system with regards to work planning and work history.</li> <li>• Assist with the inspections and testing of firefighting, rescue and Hazmat equipment.</li> <li>• Check that vehicles and equipment are maintained and operational.</li> <li>• Perform on job training/coaching on fire prevention equipment such as fire pumps, portable and mobile firefighting equipment, periodic tests etc</li> <li>• Emergency support to fire and emergency response personnel</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• Fire Officer Certificate</li> <li>• 2 years' related experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable experience at Koeberg</li> <li>• Fire and Emergency Services Experience</li> <li>• Advanced Fire Fighting</li> <li>• Basic Ambulance Assistance</li> <li>• Rescue Techniques</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Good interpersonal skills;</li> <li>• Ability to work and communicate successfully in diverse teams.</li> <li>• Computer Literate</li> <li>• Code C license</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

K. Supervisory Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of supervisory services</p> <ul style="list-style-type: none"> <li>• Coordinate maintenance work plans</li> <li>• Investigate work not completed</li> <li>• Approve works plans</li> <li>• Determine priorities and delegate activities</li> <li>• Verify the description on defects for correctness, clarity and completeness. Make required changes</li> <li>• Verify correctness of history and quality maintenance system</li> <li>• Verify compliance to statutory and Eskom requirements, identify and address deviations</li> <li>• Take out permits</li> <li>• Do job observations and check compliance to legislative requirements and implement corrective actions</li> <li>• Explain the procedure for the job and all the risks involved to staff. Check that staff apply the correct permit practices</li> <li>• Clear the permits when work is completed and when workers register has been signed off</li> <li>• Monitor and control overdue permits</li> <li>• Apply and/or approve permit extensions</li> <li>• Coordinate and control all activities to achieve set KPI's. identify possible short falls and initiate action to correct</li> <li>•</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Investigation feedback/report for incomplete work</li> <li>• Defects verification and updates</li> <li>• Execution plan for work activities</li> <li>• Take out and clear work permits</li> <li>• Sign workers on and off workers register</li> <li>• Adherence to statutory and Eskom standards</li> <li>• Perform job observations and implement corrective actions</li> <li>• Perform pre-job briefs</li> <li>• Safety talks</li> <li>• Control of overdue permits</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• N3, trade test</li> <li>• 2 years' related experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable experience at Koeberg</li> <li>• Plant Safety Regulations Training</li> <li>• Knowledge of Operating Regulation for High Voltage Systems</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Supervising</li> <li>• Computer Literate</li> <li>• Coaching skills</li> <li>• Plant Safety Regulations</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

L. Project Management Services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Project Management services:</p> <ul style="list-style-type: none"> <li>• Developing project Work Breakdown Structures</li> <li>• Develop project execution schedules in conjunction with contractors to meet clients requirements</li> <li>• Determining the resources required for the project and managing the sourcing</li> </ul>

	<p>thereof</p> <ul style="list-style-type: none"> <li>• Negotiating outages and access to plant with Clients to minimise standing time on projects and ensure adherence to plant safety requirements</li> <li>• Coordinating and arranging logistic requirements (accommodation, transport, visas, passports, insurances)</li> <li>• Compiling project communication plans to control the flow of communication on projects</li> <li>• Compiling quality plan to ensure implementation and management of safety, health, environmental and quality aspects</li> <li>• Developing and implementing management plans</li> <li>• Compiling and negotiating project cash flows to ensure timeous payment of invoices and plan outflow of cash.</li> <li>• Analysing project proposals in consultation with discipline engineers, determining estimated deviations, manning levels, skills required and material requirements</li> <li>• Negotiating with contractors and relevant generation staff in terms of project requirements</li> <li>• Compilation of networks, bar charts and schedules, e.g. sequence of activities, programmes and detailed wordlists</li> <li>• Identifying and informing Projects Manager of potential problem areas and recommends corrective action strategies with respect to focus areas</li> <li>• Providing monthly project progress reports</li> <li>• Compiling and providing project progress feedback to relevant stakeholders</li> <li>• Reporting on project performance</li> <li>• Convening regular project progress and review meetings with all relevant stakeholders</li> <li>• Ensuring that Projects are managed according to the Project Life Cycle model</li> <li>• Managing work progress, identifying and investigating possible problem areas, evaluating possible solutions and recommending viable options</li> <li>• Solving complex process problems, investigating or analysing causes of problems, rectifying and/or obtaining specialist assistance</li> <li>• Managing contractor performance by consulting with relevant contractors and Generation staff regarding problems and approve corrective actions</li> <li>• Leading safety inspections and meetings to control adherence to Generation safety standards. Identifying possible unsafe situations, constructing emergency plans and monitoring the situation</li> <li>• Approving daily labour costs</li> <li>• Coordinating testing and commissioning of modifications and the acceptance and hand-over of projects</li> <li>• Determining priorities, objectives and KPI's</li> <li>• Advising staff in respect of queries and problems encountered</li> <li>• Verifying compliance to statutory and Eskom requirements, identifying and addressing deviations</li> <li>• Coordinating and controlling all activities to achieve set KPI's. Identifying possible short falls and initiate corrective actions</li> <li>• Identifying and implementing training needs and check that staff are authorised as per the required authorisation levels</li> <li>• Manage the quality requirements of projects</li> <li>• Identify and propose opportunities for schedule, cost and quality improvements</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Work Breakdown Structures</li> <li>• Project Execution Schedules</li> <li>• Project Resource Levelling</li> <li>• Project Resource sourcing</li> <li>• Inclusion of project activities correctly in outage schedule</li> <li>• Logistics arrangements</li> <li>• Project communication plans</li> <li>• Develop and implement safety, health, environment and quality plans</li> <li>• Develop and implement management plans</li> <li>• Project cash flow plans</li> </ul>

	<ul style="list-style-type: none"> <li>• Invoice payments</li> <li>• Analysis of project proposals</li> <li>• Network, bar chart and schedules</li> <li>• Approval of costs</li> <li>• Coordinate the testing and commissioning of modifications</li> <li>• Identify training needs and ensure staff authorised</li> <li>• Quality management</li> <li>• Problem area identification and corrective action plan</li> <li>• Project performance progress feedback report</li> <li>• Lead safety inspections and meetings</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• National Diploma or equivalent</li> <li>• 5 years' related experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous applicable experience at Koeberg</li> <li>•</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Risk Assessments</li> <li>• Financial Management</li> <li>• Computer Literate</li> <li>• SHE Knowledge</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

M. Chemistry services	
ITEMS	
Description of services	<p>The following is a list of the minimum expected activities for the implementation of Chemistry services:</p> <p><b>Provide Oversight during project when maintenance work affecting Chemistry controls is being carried out</b></p> <ul style="list-style-type: none"> <li>• Oversees the scope of works of the specific project in accordance with the Employer's procedures and applicable regulations.</li> <li>• Where applicable, ensures that all personnel working at the Employer's Affected Property understand and adhere to all prescribed site procedures and applicable regulations.</li> <li>• Where applicable, submits Service Provider procedures (together with criteria used) for acceptance by the Service Manager, where the Service Provider intends to use their own procedures.</li> <li>• Plans, implements, prioritises, monitors related processes on activities affecting Chemistry control undertaken at KOU, by ensuring that maintenance activities are performed in accordance with the Service Information and in the Task Order.</li> <li>• Control and coordinate activities and co-operate with other contractors, stakeholders, service providers and suppliers employed or contracted to the Employer.</li> <li>• Manages inspection activities with reference to Plant, Materials and processes.</li> <li>• Ensures all relevant documentation have been submitted, in accordance with stated submission timelines, and have been accepted by the Service Manager prior to start of the works.</li> </ul> <p><b>Perform cleanliness criteria visual inspections on identified systems to ensure criteria is met</b></p> <ul style="list-style-type: none"> <li>• Conducts direct unaided visual inspections to identify and evaluate imperfections according to acceptance criteria.</li> <li>• Ensures quality requirements, applicable standards, codes and specifications for the projects are complied with.</li> <li>• Perform / check / control job observations.</li> <li>• Identify and report on deviations and non-conformances and recommend corrective actions to be taken.</li> </ul>

	<ul style="list-style-type: none"> <li>• Perform sampling and analysis as part of cleanliness criteria acceptance</li> <li>• Perform sampling and analysis for cleanliness on systems; equipment and components, in accordance with procedure 240-122029243 (Appendix: 1)</li> <li>• Ensure applicable standards, codes and specifications for the projects are complied with.</li> <li>• Perform walk downs and visual inspections to ensure standards are met.</li> <li>• Coach and provide advice if cleanliness criteria not met.</li> <li>• Provide guidance on cleaning methods used to meet cleanliness criteria</li> </ul> <p><b>Perform sampling and analysis as part of cleanliness criteria acceptance</b></p> <ul style="list-style-type: none"> <li>• Perform sampling and analysis for cleanliness on systems; equipment and components, in accordance with procedure 240-122029243 (Appendix: 1)</li> <li>• Ensure applicable standards, codes and specifications for the projects are complied with.</li> <li>• Perform walk downs and visual inspections to ensure standards are met.</li> <li>• Coach and provide advice if cleanliness criteria not met.</li> <li>• Provide guidance on cleaning methods used to meet cleanliness criteria</li> </ul> <p><b>Provide expert advice on project and activities related to cleanliness criteria</b></p> <ul style="list-style-type: none"> <li>• Provide independent expert advice on activities during the project implementation and close-out phases that affect chemistry control.</li> <li>• Assist with fault finding, trouble shooting and investigation and provide related expert advice.</li> <li>• Advise on lessons learnt related to construction activities as well as consult the Employer's Operating Experience (OE) programme.</li> <li>• Identify potential project related risks and advise on mitigating actions</li> <li>• Ensure protection of Eskom assets by ensuring long term plant health</li> </ul> <p><b>Report and provide progress monitoring</b></p> <ul style="list-style-type: none"> <li>• Support the Employer in drafting project specific measurable elements for tracking purposes.</li> <li>• Report on project progress for monitoring purposes.</li> <li>• Attend project and departmental meetings to provide feedback and / or obtain information on related assigned activities.</li> <li>• Submit a daily progress report (daily diary) during the implementation phase of the project.</li> <li>• Submit a progress summary report. Deficiencies are to be categorised such that trends are generated, causes identified and recommendations made for improvement.</li> <li>• Assess, monitor and report good and sub-standard work practices.</li> </ul> <p><b>Perform Job Observations on activities in the project affecting Chemistry</b></p> <ul style="list-style-type: none"> <li>• Perform a minimum of ten job observations a month for activities affecting Chemistry control during the outage</li> <li>• Document these job observations on the Devonway programme</li> <li>• Provide recommendations where possible on findings of the job observation</li> </ul> <p><b>Perform Chemistry Administrative activities / functions</b></p> <ul style="list-style-type: none"> <li>• Maintain Project Administrative Log for all Chemistry related activities.</li> <li>• Prepare clear, accurate and concise reports, charts and graphs for all Chemistry related activities.</li> <li>• Undergo the Employer's specific training and be duly authorised to perform the services prior to starts of services.</li> </ul>
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	<ul style="list-style-type: none"> <li>Undergo a vetting process for security related modifications.</li> <li>Participate in the Employer's Human Performance programs.</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>Project status;</li> <li>Reports;</li> <li>Trend Analysis</li> <li>Recommendations for Improvement</li> <li>Reports for cleanliness criteria inspections</li> <li>Sampling, Analysis and reports</li> <li>Input Data into Project Documentation and / or Independent report</li> <li>Report on Fault finding investigation and expert recommendations</li> <li>Shift Log,</li> <li>Progress Summary Report</li> <li>Job Observation cards on Devonway</li> <li>Project Administrative Log</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>National Diploma</li> <li>2 years related experience</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>Previous Experience at Koeberg</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>Chemical analysis</li> <li>Good communication</li> <li>Computer literate</li> <li>Organising skills</li> <li>Attention to detail</li> <li>Problem solving skills</li> <li>Ability to deal with pressure</li> <li>Analytical</li> <li>Maintain authorization as per legislative requests</li> <li>Experience in Laboratory instruments</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.

### OPERATING JOB OUTPUTS

N. Operating Related Services		
ITEMS		
Description of services		<p>The following is a list of the minimum expected activities for the implementation of Operating related services.</p> <ul style="list-style-type: none"> <li>Provides overall operations unit support for the areas of the plant, namely Unit 1, Unit 2 and Balance of Plant (BOP):</li> <li>Provide support function to operating groups as required</li> <li>Investigate operational occurrences and determining corrective actions</li> <li>Review the Work Control plan of all activities on the units, including Operating Technical Specification (OTS) compliance</li> <li>Review Permit to Work (PTW) for compliance to plant state procedures and OTS</li> <li>Review documentation for submission to KORC and KOSC (TAFs, Safety Cases, Operability Determinations, etc).</li> <li>Review TAF's, TOI's and Operability Determinations</li> <li>Review short duration outage packages</li> <li>Perform an Operating review of PTW and test applications or any plant work to be performed on the units by liaising between Operating Shift and station support groups</li> <li>Assist with the coordination, commissioning and COC's in the implementation of the LTO, SGR and various minor modifications</li> <li>Coordinate/review the commissioning process to ensure it meets nuclear, environmental and industrial safety regulatory requirements</li> <li>Review modification designs for feasibility and acceptability</li> <li>Evaluate the impact on procedures and update as required</li> </ul>



	<ul style="list-style-type: none"> <li>• Evaluate modification proposals from utilities or manufacturers, such as EDF and Framatome, to determine if the modifications are essential and applicable to Koeberg and its potential impact on operating</li> <li>• Monitor progress and address concerns</li> <li>• Check and attend to configuration requirements</li> <li>• Collaborate and liaison with other functional groups including groups outside of Eskom</li> <li>• Ensure assigned project objectives are met</li> <li>• Develop in coordination with other functional areas new procedures and edit/upgrade existing procedures as compiler or reviewer in accordance with current standards</li> <li>• Scrutinise controversial recommendations for applicability of assumptions and techniques e.g. in procedure review forums and by networking with international organisations</li> <li>• Research and define weak points in the operator/plant interface and update procedures adequately</li> <li>• Monitor and provide updates/reformatting of procedures received from contractors to ensure alignment with procedural requirements</li> <li>• Verify new and existing documents are appropriately edited by the functional area leads, comply with the guides/standards and are correctly formatted to ensure procedural alignment</li> <li>• Coordinate the change of the contractor documents needed to support the safe and reliable operation of KNPS</li> <li>• Perform procedure compilers' reviews to ensure Operating procedures and standards are adhered to.</li> <li>• Conduct or coordinate modification implementation as required</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Weekly progress reports</li> <li>• Configuration control is ensured prior to LTO initiatives implementation</li> <li>• Operating support as required to Unit1/Unit2/BOP/Operating groups</li> <li>• Investigation report including corrective actions</li> <li>• Reviewed and marked up modification packages</li> <li>• Construction Status Inspection reports</li> <li>• Reviewed and marked up documentation as applicable</li> <li>• Review reports/feedback as applicable</li> <li>• Coordination and commissioning plan as required (or input into the plan/process)</li> <li>• Reviewed and updated procedures as applicable</li> <li>• Report detailing impact of modifications on Koeberg</li> <li>• Develop new procedures</li> <li>• Update/edit of current procedures</li> <li>• Attendance/participation in Operating/Plant forums</li> <li>• Inclusion of procedure change requests in new/existing procedures</li> <li>• Contractor procedure review</li> <li>• Document review for alignment to standards</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>• Reactor Operator Licence or Certificate</li> </ul>
Desired requirements	<ul style="list-style-type: none"> <li>• Previous Operating Experience at Koeberg</li> </ul>
Specific competencies required	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Collaboration</li> <li>• Coordination</li> <li>• Computer Literacy</li> <li>• Procedure Writing</li> <li>• Research Skills</li> <li>• Meticulous</li> <li>• Technical Problem Solving Skills</li> </ul>

**NOTE:** It is the responsibility of the *Contractor* to ensure that the qualifications of the candidates are thoroughly verified.