

 Eskom	Scope of Work	Medupi Power Station Project
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## **1. Introduction**

The provision of bus transportation is required for Eskom Medupi Power Station Project employees for home work home transport. The areas to be serviced include Onverwacht, Lephalale town and Marapong. The service will be for approximately +/-80 people. Service must be provided using 22 seater buses.

Upon prior arrangements, on adhoc basis the buses will be required for weekend transport for home work home and transportation of stakeholders to various areas.

## **2. Supporting Clauses**

### **2.1 Scope**

#### **2.1.1 Purpose**

The purpose of this document is to provide a scope of work for Provision of Staff Bus Transport Services at Medupi Power Station Project.

#### **2.1.2 Applicability**

This document shall apply to Medupi Power Station.

#### **2.1.3 Effective date**

This document will be effective from the latest date of authorisation

### **2.2 Normative/Informative References**

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

#### **2.2.1 Normative**

- [1] ISO 9001 Quality Management Systems
- [2] ISO 9001 Quality Management Systems.
- [3] OHS ACT Occupational Health and Safety Act, 85 of 1993.
- [4] Medupi Quality Specification -200-1689
- [5] Medupi Power Station Safety, Health and Environmental Specification (200-207219)
- [6] 32-1279 Fleet Management Policy Fleet
- [7] 240-101864556 Fleet Management Services Procedure
- [8] National Road Traffic Act 93 of 1996.
- [9] Administrative Adjudication of Road Traffic Offences (AARTO) Act 4 of 1998.

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### 2.2.2 Informative

N/A

### 2.3 Definitions

TERM	DEFINITION
Client (Employer)	Eskom Group Capital Division
Contractor	Service provider contracted to provide a specific service to Eskom, Medupi Power Station Project.

### 2.4 Abbreviations

Abbreviation	Description
CSS	Construction Site Support Department
SHEQ	Safety, Health, Environment and Quality

### 2.5 Roles and Responsibilities

#### a) Responsible

Those who do the work to achieve the task. There is at least one role with a participation type of responsible, although others can be delegated to assist in the work required.

#### b) Accountable (also approver or final approving authority)

The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible. In other words, an accountable must sign off (approve) work that responsible provides. There **must** be only one accountable specified for each task or deliverable.

#### c) Consulted (sometimes counsel)

Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication.

#### d) Informed

Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

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**Table 1: RACI Matrix**

Process Step	Contracts Manager	Contracts Supervisor	Contractor	Employer
Document compiler and provide contract management function and support	A,R,C	C,I		I,C
Review and provide technical support on the defined scope	C,I	R,C,I		A
Executes the scope as per this document.	C,I	C,I	A,R	I
Reviews the works executed by the Contractor for acceptance and provides Project Management, Contract Management and Payment functions in accordance with the scope of works and the contract.	R,C,I	C,I	I	A,C

## 2.6 Related/Supporting Documents

N/A

## 3. Scope of Work

The contractor is required to provide to transport Eskom Medupi Power Station Project employees for home work home transport on a daily basis. The areas to be serviced include Onverwacht, Lephalale town and Marapong. The service will be for approximately +/-80 people. The service must be provided using 22 seater buses and drivers.

On adhoc basis Eskom will request weekend transport for home work home and transportation of stakeholders to various areas. Arrangements will be done prior by the Service manager.

### 3.1. To be provided by Employer

- Area of loading at Medupi Power Station
- Buses routes with pick-up/collection points
- Access Permits
- General assistance and support where possible

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### **3.2. To be provided by Contractor**

- 22 Seater busses
- Drivers
- Uniform
- Proof of cover for passenger liability insurance
- Communication devices for the drivers

### **3.3. Working times**

- Work Starting and Finishing Times
  - Normal days (Between Mondays to Thursday)
  - Personnel start 07:00 at Medupi Site and finish at 16:30.
  - Friday knock off time is 13:30.
- For moth end Pay Weekends
  - Thursday knock off time is 13:30 and staff is Friday off

Bus schedules must take into consideration travel times and pick up point times must be stated.

Any changes or information must be obtained from the fleet management.

### **3.4. Employer's Requirements for the Service**

- The supplier to submit a maintenance program on all buses and allow Eskom Medupi Power Station site representative to visit and evaluate the workshop where maintenance will be done.
- All the buses must be equipped with SABS approved seatbelts for each seat. The extra standby bus (for when a breakdown occurs) to have seatbelts as well.
- Eskom will carry out monthly inspections on each bus in conjunction with the bus driver and will give a detailed report to the contractor.
- The contractor guarantees that they are qualified and properly equipped to render the service and that they are fully conversant with the legal provisions regarding the service to be rendered and shall undertake to abide by such legal provisions.
- The contractor shall at all times comply with all legal requirements in respect of the required service and shall at all times be the holder of all licenses, permits and certificates that may be required in terms of all legislation.
- The contractor shall operate the said bus service in a reasonable, proper and efficient manner and shall ensure that his employees conduct their appointed task in a proper and workmanlike manner. However, the Contractor shall not be liable for any loss or damage arising from any failures on his part to operate any particular journey in strict accordance with the agreed time tables and routes, if such failure is due to circumstances beyond his control.

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- The contractor shall ensure the continuity of the service at all times.
- The contractor shall abide by the detailed timetables and routes which are approved by Medupi Power Station. Medupi Power Station however reserves the right to amend the foresaid timetables and routes from time to time in consultation with the contractor.
- Any changes to the service agreed to between Medupi Power Station and the Contractor may result in a decrease or an increase in the number of busses required to operate the service. Should additional busses be required then buses of similar condition shall be introduced to the fleet. Medupi Power Station reserves the right to reduce the bus or buses depending on the scope of work.
- The contractor to supply Medupi Power Station with the roadworthy certificate of each vehicle.
- Drivers must be in uniform of supplier's choice (No takkies or caps are allowed).
- Drivers' must have vehicle safety training or advanced driving certificates.
- All drivers' must have Public Driving Permit (PDP), EC1/04 Or EC licence certificate.
- Contractor must at least have one replacement vehicle available immediately in case of breakdowns.
- Contractor must have communication to all vehicles in operation. Driver needs to have a communication devise at all times.

### **3.5. Vehicle Specifications**

- All buses must comply with as a minimum the South African Road Traffic Regulations with regard to the Transportation of People and meet or exceed Eskom's Vehicle Safety Standard 32-345
- All busses must have:
  - Vehicles must have road side assistance (breakdown service assistance).
  - Steps must have anti-slip treads.
  - All vehicles must have an emergency contact number of the Supplier affixed to the right hand top rear side of the vehicle for 24hrs usage
  - Two (2) Bus from each supplier must have wheelchair access for PWD ( People with Disabilities)
  - All wheelchair vehicles must be labelled as such on the windscreen and the back of the bus.
  - Vehicles must be fitted with a heater and air conditioning;
  - Vehicles must have passenger lights.
  - Vehicles must have enough leg room to accommodate passengers of at least 1,8m height.
  - Vehicles must have ABS brakes
  - Vehicles must be fitted with a reverse alarm beeper

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- Non-smoking and safety belt stickers must be displayed in all the vehicles.
- Three monthly roads worthy certificate (COF) must be provided throughout the contract period.
- The tires must be commercial steel-belt radial tyres 8-ply. (No rethreads are allowed).
- Prove of valid road worthy certificate (CFO) must be in the vehicle at all times.
- Spare wheels must be available for all vehicles
- Jack and wheel spanners must be on all 22 seater vehicles.
- All vehicles must have a monitoring device connected to Tracker system
- Vehicles must have first Aid kit
- All vehicles must have a warning 2 triangle and the fire extinguisher.
- Vehicles must have a spill kit to contain any fuel or hydraulic oil spills/ leaks should they occur
- All seats must be covered in soft cloth and not vinyl material. Confirmation letter required.
- Vehicles used to carry Eskom employees must comply with The National Road Traffic Act requirements (NRTA).
- The driver's seat must be adjustable. The driver's compartment must be partitioned as per the NRTA specification
- Vehicles must have SABS approved three-point safety belt for every seat.
- Vehicles must not have fold-up or jockey seats.
- Vehicles must have at least two emergency exit for every 12 (twelve) passengers.
- Vehicles must have a yellow reflective tape that must be fitted at a height of between 250 mm and 1,5m from the road surface, to both sides as well as across the rear covering 80% of the vehicle in compliance with NRTA.
- Vehicles must have a speed warning sign (100 km/h) at the back of the vehicle.

### **3.6. Covid-19 Guidelines and Protocol**

- Passengers and staff should wash their hands before and after they have been on the bus, use non-contact greetings and cough into a tissue or elbow.
- Staff should not travel if they are feeling unwell with symptoms of COVID-19, even if these symptoms are mild.
- Staff should frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.
- Use posters to remind staff to wash their hands often, follow general hygiene advice and not travel to work if they are unwell.
- Ensure every person is screened and completes a screening register before entering the bus in the morning and in the afternoon.

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- Provide 70% alcohol-based hand sanitizers in vehicles for use after opening and closing doors.
- The use of thermometer when commuting will be mandatory in the morning and in the afternoon.
- On a daily clean and disinfect the bus
- Ensure every headcount allowed into the bus is adhered to, as per SA government COVID-19 regulation.
- Passengers must wear face masks to prevent spread at all times while in transit.

**Procedures to follow in case someone becomes unwell with symptoms of COVID-19 on the journey**

- A designated place for the individual to be apart from other passengers.
- The buses must be decontaminated after a reported covid-19 case.

**3.7. Process Map / Flowchart**

N/A

**4. Process for Monitoring**

**4.1 Key Performance Areas and Indicators**

See scope above

**4.2 Document Review and Self-Assessment**

**4.2.1 Document Self-Assessment**

The "Process Owner" identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a "self-check" review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

- a) the process / procedure operational integrity
- b) process efficiency
- c) the level of stakeholder knowledge and implementation.

Participants and results of the "self-check" review shall be documented by the Process Owner in the "Self-Assessment Checklist" (**Template No. 348 - 655890**) included as an Appendix to this procedure which shall be issued to the Quality Management office through [medupiga@eskom.co.za](mailto:medupiga@eskom.co.za) by the Process Owner once completed.

Process Owner shall proceed with any revision requirements in line with Medupi Procedures

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348-653867 "Development and Change of Medupi QMS Documents" and 348-883808 "Document and Record Management".

#### **4.2.2 Revision Period**

All QMS/EMS documents shall undergo a 3-yearly compulsory revision.

#### **4.3 Training Requirements**

"No project specific training required to implement the process documented in this document beyond normal job function."

### **5. Acceptance**

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
Lebogang Ramono	CSS Manager Acting

### **6. Revisions**

<b>Date</b>	<b>Rev.</b>	<b>Compiler</b>	<b>Remarks</b>
17 May 2022	0	J Sebetha	First Document version

### **7. Development Team**

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

- L Ramono
- H Marais
- J Sebetha

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### Appendix A – Process Self-Assessment Checklist

Discipline:		Applicable Document No.: <b>(Please delete this and add Procedure's SPO Number)</b>				Self-Assessment Date: <b>DD / MM /YYYY</b>	
Item No	Ref Section	Self-Assessment Question	Compliant			Comment	
			Yes	Part	No		
1							
2							
3							
4							
5							
Comments:							
Self-Assessment by:		Name:	Position:			Revision Required? (Yes / No)	Planned Revision Date:
Attendees:							

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