	Work Instruction	Kusile Power Station
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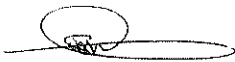



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1. Introduction

The Contactless Fingerprint Scanner Project at Kusile Power Station aims to upgrade the existing biometric fingerprint scanners to a contact-free solution, enhancing both security and hygiene standards. This project will involve implementing advanced non-contact scanning technology to capture fingerprints accurately without physical touch, suitable for high-security, high-traffic environments. The upgrade is designed to streamline employee access control while reducing wear on hardware and lowering the risk of pathogen transmission. Key focus areas include system compatibility, accuracy, and seamless integration with Kusile's existing security infrastructure. This modernization effort supports Kusile's commitment to safety and operational efficiency.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of the Contactless Fingerprint Scanner Project at Kusile Power Station is to enhance security and hygiene by transitioning from traditional fingerprint scanners to a touchless system. This upgrade aims to reduce hardware wear and pathogen transmission risks in high-traffic areas. The project will improve access control efficiency and align with Kusile's safety standards.

The works must include but not be limited to:

- a) Design and select appropriate contactless fingerprint scanner technology for secure access control
- b) Integrate the new system with Kusile Power Station's existing security infrastructure.
- c) Develop software and hardware interfaces to enable seamless data transfer and access management.
- d) Conduct extensive testing for accuracy, reliability, and environmental suitability.
- e) Provide training and support for staff to ensure smooth transition and effective use of the upgraded system

2.1.2 Applicability

This document shall apply to Kusile Power Station.

2.1.3 Effective date

This document shall be effective from November 2024.

2.2 Normative/Informative References

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

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2.2.1 Normative

- [1] ISO 9001, Quality Management Systems
- [2] ISO27001 Information technology — Security techniques — Information security management systems — requirements
- [3] 240-55410927: Cyber Security Standard for Operational Technology
- [4] 240-xxxxxxx: Kusile Equipment and Software Inventory

2.2.2 Informative

- [5] 32-373: Information Security - IT/OT Remote Access Standard
- [6] 240-91479924: Cyber Security Configuration Guideline of Networking Equipment for Operational Technology
- [7] 32-85: Information security Policy
- [8] 240-74360904 IT Incident Response Plan
- [9] 204-53114002: Engineering Change Management Procedure
- [10] Minimum Information Security Standard (MISS) – South African National document

2.3 Definitions

Term	Definition
<i>Contractor</i>	Service provider contracted for supplying specific service to Eskom, Kusile Power Station.
<i>Employer</i>	Any person appointed in writing by Eskom as the delegated <i>Employer</i> in terms of the provisions of the Act, (normally the Power Station Manager)
KKS	Is a code used to clearly identify systems and components in a power plant according to process functions, points of installations and structures. "Kraftwerk-Kennzeichen-System (KKS)"
Plant	Any structure, machinery, apparatus or equipment which does not fall within the scope of the operating regulations for high Voltage systems, and excludes, mobile, portable lifting equipment, domestic circuits, appliances and tools.
Controlled Disclosure	controlled disclosure to external parties (either enforced by law, or discretionary).

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2.4 Abbreviations

Abbreviation	Explanation
C&I	Control and Instrumentation
Gx	Generation
HMI	Human Machine Interface
ISO	International Organisation for Standardisation
OEM	Original Equipment Manufacturer
OS	Operating System
OTS	Operating Technical Specification
QMS	Quality Management System
VDSS	Vendor Documentation Submittal Schedule

2.5 Roles and Responsibilities

2.5.1 System Engineers

- Shall notify Operating Support of any changes to the Operating Technical Specifications.
- Shall be responsible for updating the OTS as per recommendations from the Operating Support.

2.5.2 Engineering Manager

- Originator of the required capability

2.5.3 Shift Managers

- Shall ensure that the plant is run or operated according to the Operating Technical Specifications.
- Shall ensure that any deviations from the specifications have been approved accordingly.

2.5.4 Operating Support

- Shall be responsible for providing system engineers with information regarding required changes to OTS.
- Operating support shall conduct internal audits at planned intervals to determine whether the OTS system conforms to requirements and is effectively implemented and maintained.

2.6 Process for Monitoring

The Monthly Plant Maintenance Performance report, compiled by the *Employer* with assistance from the *Contractor*, shall be used to track and assess the *Contractor* performance and effectiveness of their contract deliverables.

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Furthermore, the effectiveness of the SD&L Implementation Progress and Skills Transfer to Eskom Employees (as well as others where applicable) shall also be monitored.

2.7 Related/Supporting Documents

- a) Shall be responsible for reviewing the content of the training proposed by the *Contractor*.
- b) Evaluate the training offered by the *Contractor*.

2.8 Related/Supporting Documents

N/A

3. Scope of Work

3.1 Employer's Design

3.1.1 Description

The Contactless Fingerprint Scanner Project at Kusile Power Station will begin with the assessment and selection of advanced, contactless biometric technology suitable for the station's high-security requirements. This stage will include designing the system architecture to ensure compatibility with existing access control mechanisms. The selected technology must meet stringent accuracy, hygiene, and durability standards to withstand the demands of a high-traffic environment. Integration with Kusile's security infrastructure will require configuring software interfaces, updating access protocols, and ensuring that data security and user privacy are maintained at all times.

Once the technology and infrastructure are in place, the project will move into a rigorous testing phase. This will involve stress testing the system for reliability under various environmental conditions, verifying its accuracy across a range of fingerprint types, and adjusting parameters as necessary to ensure consistent performance. Additionally, staff training sessions will be provided to familiarize personnel with the new system and to facilitate a smooth transition. Post-implementation support, including maintenance protocols and troubleshooting guidance, will ensure that the contactless scanners operate effectively and meet Kusile's operational and safety requirements. The following also forms part of the scope of the project:

- a) Upgrade system cabinet drawings, architecture, and network drawings
- b) Factory Acceptance Test (Hardware & Software FAT)
- c) System needs to record and keep a log of all personnel who enter and exit both North and East gate that will be fitted with contactless fingerprint scanner.
- d) The system should be compatible with existing data server that store data.
- e) Additional data storage should be provided if existing infrastructure won't have sufficient space to accommodate the contactless fingerprint scanner.
- f) The new system should be connected to the UPS back up power supply and surge protected.
- g) The new system should be compatible with EBI software.

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Eskom requires that the considered supplier shall as a minimum, provide the following:

- a) The *Contractor* shall provide proof of competence and proof of OEM agent or partner registration.
- b) Provide hands on training at Kusile power station using the provided field laptops.
- c) Provide contactless fingerprint scanner basic training, intermediate training, and advanced training covering the following topics as a minimum:
 - Good installation practice
 - Configuration and setup of Local Control Human machine interfaces
 - Contactless fingerprint scanner network security
 - Troubleshooting and maintenance
 - Contactless fingerprint scanner system fail safe programming
 - Contactless fingerprint scanner system commissioning, testing, and upgrading
 - Contactless fingerprint scanner administration (Backups, disaster recovery, and configuration)

3.2 Work to be performed by the Contractor in Delivering the works.

3.2.1 Health and Safety Risk Management

The *Contractor* complies with the Occupational Health and Safety Act Number 85 of 1993 and its regulations, *Employer's* SHEQ Policy, Standards, Procedures, Guidelines, Specifications and Regulations.

The *Contractor* ensures safety awareness at all times through continuous training.

The *Contractor* must at all times be responsible for the supervision of his employees, agents and sub-*Contractors*, and takes full responsibility and accountability in ensuring that they are competent, compliant and aware of the legal requirements and other applicable requirements, and executes the works accordingly.

The *Contractor* ensures that all statutory appointments, and appointments required by any *Employer's* Policy, standard and Procedure, are recorded in writing and that all its appointees and/or agents fully understand their responsibilities and are trained and competent to execute their duties.

The *Employer's Project Manager*, or any person appointed by the *Employer's Project Manager*, may at any stage during the term of the contract:

Conduct health and safety audits by a competent person regarding all aspects of compliance with the SHEQ requirements, at any off-Site place of work, or the Site establishment of the *Contractor*.

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Refuse any employee, sub-*Contractor* or agent of the *Contractor* access to the premises if such person has been found to commit an unsafe act or if any work is found not to be compliant or authorized.

Issue the *Contractor* with a STOP WORK ORDER should the *Employer's Project Manager* become aware of any unsafe working procedure or condition, or any non-compliance.

The *Contractor* immediately reports all incidents as well as any threat to safety and health of which the *Contractor* becomes aware at the Site, to the *Employer's Project Manager*.

The *Contractor* agrees that the *Employer* is relieved of any and all of its responsibilities and liabilities in terms of the Occupational Health and Safety Act no 85 of 1993 in respect of any acts or omissions of the *Contractor*, and the *Contractor's* employees, agents or sub-*Contractors*, to the extent permitted by the Occupational Health and Safety Act no 85 of 1993.

The *Contractor* provides a health and safety plan based on the *Employer's* Safety, Health and Environmental Specification.

All persons entering the Site must undergo the *Employer's* safety induction course.

The designer of the works is mandated to comply with section 6 of the construction regulation 2014.

3.2.1.1 Safety of Worker

The *Contractor* is to ensure the safety of all persons working on the Site.

Any hot work, including welding, will be applied for in accordance with the permit to work system.

No hot work will be allowed on Site unless a hot work permit is granted in writing.

Precautions must be taken to prevent any objects, welding or grinding sparks from falling beyond the immediate working area.

Ear protection and all required PPE must be provided to all personnel by the *Contractor*.

The *Contractor* completes activity risk-based assessments and provides the assessments to the *Project Manager* for acceptance before activities take place.

3.2.1.2 Fire Protection

The *Contractor* must ensure that his employees are trained in the use of firefighting apparatus.

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The *Contractor* must take precautions to prevent any occurrence of fires or explosions while carrying out any work near flammable gas and liquid systems. Any tampering with the *Employer's* fire equipment is strictly forbidden. All exit doors, fire escape routes, walkways, stairways, stair landings and access to electrical distribution boards must be kept free of obstruction, and must not be used for work or storage at any time. Firefighting equipment must remain accessible at all times.

In case of a fire, the *Contractor* must immediately report the location and extent of the fire to the Electrical Operating Desk using the station's Emergency Number. The *Contractor* must take the necessary action to safeguard the area to prevent injury and spreading of the fire.

3.2.1.3 First Aid

The *Contractor* provides First Aid services (level 2) to his employees and sub-*Contractors*. In the case of severe or serious injury, to his employees and sub-*Contractors* the *Employer's* Medical Centre and facilities will be made available and accessible to such persons.

3.2.1.4 Housekeeping

It is the *Contractors* responsibility to ensure that the Site is cleaned daily. All electrical cables and hoses are routed so as not to cross unprotected over floors and walkways. All equipment is packed neatly without interference to access. All excess scaffolding material is removed from Site after the scaffolding has been erected. The *Contractor* is responsible for the removal of any scrap material to the designated scrap area on a daily basis.

3.2.1.5 Barricading

Access to danger zones is restricted using handrail type guards at least 1.2 meters high and able to block access to the danger zone. Red tape is not allowed. Symbolic safety signs depicting 'Danger', name of *Contractor*, Responsible Supervisor, Contact details of supervisor and 'No entry' are attached to the guards. This includes access during the taking of X-rays.

3.2.1.6 Radio Examinations

When radiographic tests are carried out in the plant by Others, the danger area is evacuated with the exception only of authorized radiographic workers, and thereafter barricaded. To ensure that employees and contract staff working in *Employer's* premises are not exposed to more radiation than is reasonable level, the *Contractor* complies with the Kusile Power Station procedure 'Requirements and Rules for Radiation Protection and Safety of Radiation Sources'.

3.2.1.7 Permit to Work System

The *Contractor* allocates personnel to be trained and authorised as Responsible Persons according to *Employer's* Plant Safety Regulations (36-681). The *Contractor* ensures that adequate number of appointed Responsible Persons and Authorised Supervisors prior to the outage date or commencement of work at the station. The *Contractor* ensures that Responsible Persons and Authorised Supervisors are available on Site at all times during the execution of the Work.

If the *Contractor* breaches this obligation, the *Employer's Project Manager* withholds monthly payments until the *Contractor* complies with this obligation.

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3.2.2 Information Technology Functional Requirements

3.2.2.3 Cyber Security

The *Contractor* reviews the Eskom standard on Cyber Security - 240-55410927 and identified relevant areas applicable for the Works and confirms his compliance to the relevant areas to the Eskom Standard. The *Contractor's* representatives to work on the maintenance support contract shall be subjected to the *Employer's* vetting process. *Contractor* shall provide cyber security proof of training for representatives who will be working under the contract to be established with the *Employer*.

3.2.2.4 Software Configuration

The *Contractor* installs all required software to meet the functional requirements of the diagnostic and monitoring system as described in the Works Information.

Installation software required to recover the system in the event of a failure are provided to the *Employer*. The software is categorised per installation and software licences are clearly defined.

3.2.2.5 Support – Hardware / Software / Back-ups

It is of the utmost importance to ensure the reliability of the backup system. The system must be tested at least every 6 months and any test failures must be reported to management.

In normal situations any file, workspace or database must be recovered in less than 2 hours. If the time to recover a file exceeds 4 hours, the backup philosophy will be improved and updated.

3.2.2.6 Licencing

- a) All licenses covering the equipment, standard software and application software provided are included as part of the Works.
- b) All licenses remain valid in the event of the failure and replacement of faulty equipment.
- c) All licenses are site licenses for use at the specific site.
- d) Installation disks are provided for all licensed software provided.
- e) Upgrades of software and the associated licenses are provided throughout the duration of the works up to the completion of the last sectional completion.
- f) The software provided is the latest revision of the software as and when the final installation is completed.
- g) All software patches, bug fixes, virus updates and software upgrades for the systems are provided throughout the duration of the *works*.

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3.2.3 Training Requirements

The *Contractor* provides three training sessions for each of the trainings (Basic, Intermediate, Advanced) to be held at venue provided by the *Employer*. The training software is official OEM certified training. The *Contractor* provides the *Employer* with the items included in the training for the acceptance of the Project Manager.

- a) The language for training facilitation as well as documentation is English and includes all third-party documentation from any subcontracted trainer.
- b) The *Contractor* compiles training manuals for official training courses.
- c) Printed and electronic copies of the training documentation shall be supplied for each trainee plus an additional 2 hardcopy master sets and soft copies of each set of training manuals.
- d) All training documentation provided by the *Contractor* shall be customised for Kusile Power Station and approved by the Kusile Power Station Training Department.
- e) The training documentation shall contain the specific systems' equipment installation, and architecture.

3.2.4 Documentation

The *Contractor* is responsible to plan for the supply of the documentation for the training.

3.2.4.3 Document Control

All documents and records management are performed according to Technical Document and Record Management Work Instruction (240-76992014), Gx Projects Documentation Deliverable Requirements Specification (240-65459834) and Engineering Drawing Standard – Common Requirements (240-86973501) and the *Project Manager* ensures that the *Contractor* is provided with latest revisions.

Any uncertainty regarding all specified documents should be clarified with the *Project/Training Manager* and clarification updates should be reflected in updated versions of these documents.

The *Contractor* complies with all minimum document metadata as specified in Smart plant Owner Operator Technical Documentation Metadata Standard (240-54179170).

3.2.4.4 Documentation Pre-submission (VDSS)

The *Project Manager* will compile and provide the Vendor Documentation Submittal Schedule (VDSS) to the *Contractor* as part of the enquiry package. The VDSS will list minimum documentation deliverables for the work to be done as per the Works Information.

The *Contractor* upon receiving the VDSS must review it and ensure that the delivery dates of documentation are linked with the completion of work as per the activities in the programme. After review, the VDSS will then be submitted by the *Contractor* to the *Project Manager* for review and acceptance. Should the programme be revised and affect documentation deliverable dates, the updated VDSS must be submitted as per the revised programme.

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3.2.4.5 Process for Documentation Submission

All documentation submitted must be accompanied by the completed transmittal with the following fields as a minimum:

- a) Name of *Contractor*
- b) Transmittal Number
- c) *Contractor* Details
- d) Date of Submission
- e) Description of Document
- f) Document Number
- g) Document revision
- h) Document type
- i) Document media type
- j) Number of copies
- k) Signed by and date

Final documentation is submitted in both electronic and hard copies to the *Employer's Project/Training Manager*. The *Contractor* adheres to one soft copy in a compact disc and one hard copy per station.

3.2.4.6 Documentation Recording

The *Contractor* develops; list and maintains the Master Document List (MDL) of all documents submitted to the *Project/Training Manager* with all the relevant metadata.

3.2.4.7 Documentation Review and Turn-around.

The *Project/Training Manager* has a maximum seven (7) working days to review and consolidate review comments for documentation submitted by the *Contractor*. The *Contractor* also has a maximum of seven (7) working days to respond and / rectify as per the comments by the *Project/Training Manager*.

3.2.5 Quality Management

The quality requirements are as per ISO 9001:2008 and *Employer* Quality Standard, QM 58. This quality management philosophy is developed from the basis that manufacturers produce quality products, supervisor oversees the process, checks quality but liability for quality remains with the *Contractor*. The *Contractor* submits a QMS as a returnable schedule and uses it for all phases of the Project. The QMS complies with the requirements of ISO 9001:2008 standard. The *Contractor* provides evidence of a fully implemented QMS as and when requested by the *Project manager*. The *Project Manager* may at his sole discretion carry out an audit on the *Contractor*, the *Contractor's* suppliers and Sub-*Contractors*

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Quality control plans will be produced by the *Contractor* or manufacturer which will indicate the level of product quality control to be applied. The CQP must be aligned to, and reference ISO 10005:2005 QMS, guidelines for quality plans and in compliance with the guideline in 240-105658000. The CQP will make reference to the *Contractor's* QMS Procedures to be used in this Contract. This plan will be reviewed by the *Project Manager*. The project team monitors that these plans are being implemented and that it is yielding the expected results through process and product verifications.

High quality standards are also assured by conforming to the following:

- a) The use of sound design and engineering principles,
- b) The design process uses a good performance and functional specification,
- c) It is ensured that the installation conforms to the Works Information.
- d) Design Review Procedure is followed
- e) Engineering Change Procedure
- f) QA/QC on project (manufacturing, installation)

The *Contractor* submits the following documents within ten (10) working days of the Contract Date to the *Project Manager* for review and acceptance prior to the commencement of work:

- a) The *Contractor's* QMS compliance with the requirements of ISO 9001:2008
- b) *Contractor's* quality manual
- c) *Contractor's* quality procedures
- d) *Contractor's* quality forms and work instructions
- e) *Contractor's* quality system documents referenced in this Works Information

The *Contractor* supplies the *Project Manager* with a QCP or ITP for review and acceptance.

The *Contractor* supplies the *Project Manager* with a detailed contractor organogram showing the quality personnel to be used in the Contract. The *Contractor* provides CVs of the quality management employees who will be responsible for quality.

The *Contractor's* Quality Management employee's responsibilities include but are not limited to the following:

- a) Implementation of the QMS
- b) Administration of QA/QC systems
- c) Verification of approval status of Sub-*Contractor's* QCP and procedures
- d) On-and -offsite inspections
- e) Co-ordination, inspection and verification of the *Employer's* intervention points
- f) Review of *Contractor* testing and inspection documents (procedures, test results)
- g) Reporting on quality performance

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The requirement to submit these documents does not constitute a compensation event.

3.2.5.3 Quality Responsibility

- a) The *Contractor* is accountable for the quality of the output and liable for any failures.
- b) The *Contractor* is responsible for defining the level of intervention of QA/QC or inspections. These are in line with the *Employers* requirements.
- c) The *Contractor* is responsible for defining the level of intervention of QA/QC or inspections to be imposed on his *Sub-Contractor's*, suppliers and sub-suppliers and must ensure that these are in line with the *Employer's* requirements.
- d) The intervention requirements take into consideration the criticality of the Plant and Material.
- e) The intervention points include all witness, hold, verification and review points required by the *Employer*. The *Contractor's* failure to allow the intervention points will constitute a non-conformance.

3.2.5.4 Non-conformances and Defects

Where NCR's and Defect notifications are issued, the *Contractor* acknowledges receipt within 48 hours and proposes corrective and preventive actions to the *Project Manager* as per the contract response period. The corrective and preventive actions will include the implementation and completion dates. Progress on all NCR's and Defect notifications issued to the *Contractor* must be reported to the *Project Manager* on monthly basis.

The *Contractor's* Quality Manager keeps a register of all NCR's and Defect notifications issued. Deviations from the Contract are treated as a non-conformance. Records of NCRs and Defect notifications are kept and form part of the data book records.

During the contract execution phase, the *Contractor* will be monitored by the *Project Manager* for performance on quality related aspects. The monitoring will be in the form of audits and assessments.

3.2.5.5 Tests and Inspections before Delivery

It is the responsibility of the *Contractor* to ensure that the system is tested after installation/restoration to the satisfaction of the *Employer's* data quality requirements.

3.3 Procedure for submission and acceptance of Contractor's design

The *Contractor* shall meet requirements specified in section 3.2 of this Works Information. The *Contractor* shall confirm compliance to the specified training requirements as well as provide the training manuals for review to the Project/Training Manager. The reports and all documentation shall meet the quality standards specified in sections 2.2 and 2.6 of the ISO 9001, Quality Management Systems [1].

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4. Acceptance

This document has been seen and accepted by:

Name	Designation
Puseletso Ndlovu	C&I Engineering Manager
Grace Olukune	Engineering Group Manager
Sipho Shabangu	Security and Risk Manager
Stanley Mathye	C&I Maintenance Manager

5. Revisions

Date	Rev.	Compiler	Remarks
November 2024	1	Sibonelo Mtambo	This document was compiled to provide requirements for the Kusile Power Station Contactless Fingerprint Scanner

6. Development Team

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

- a) Sibonelo Mtambo
- b) Harold Marobane

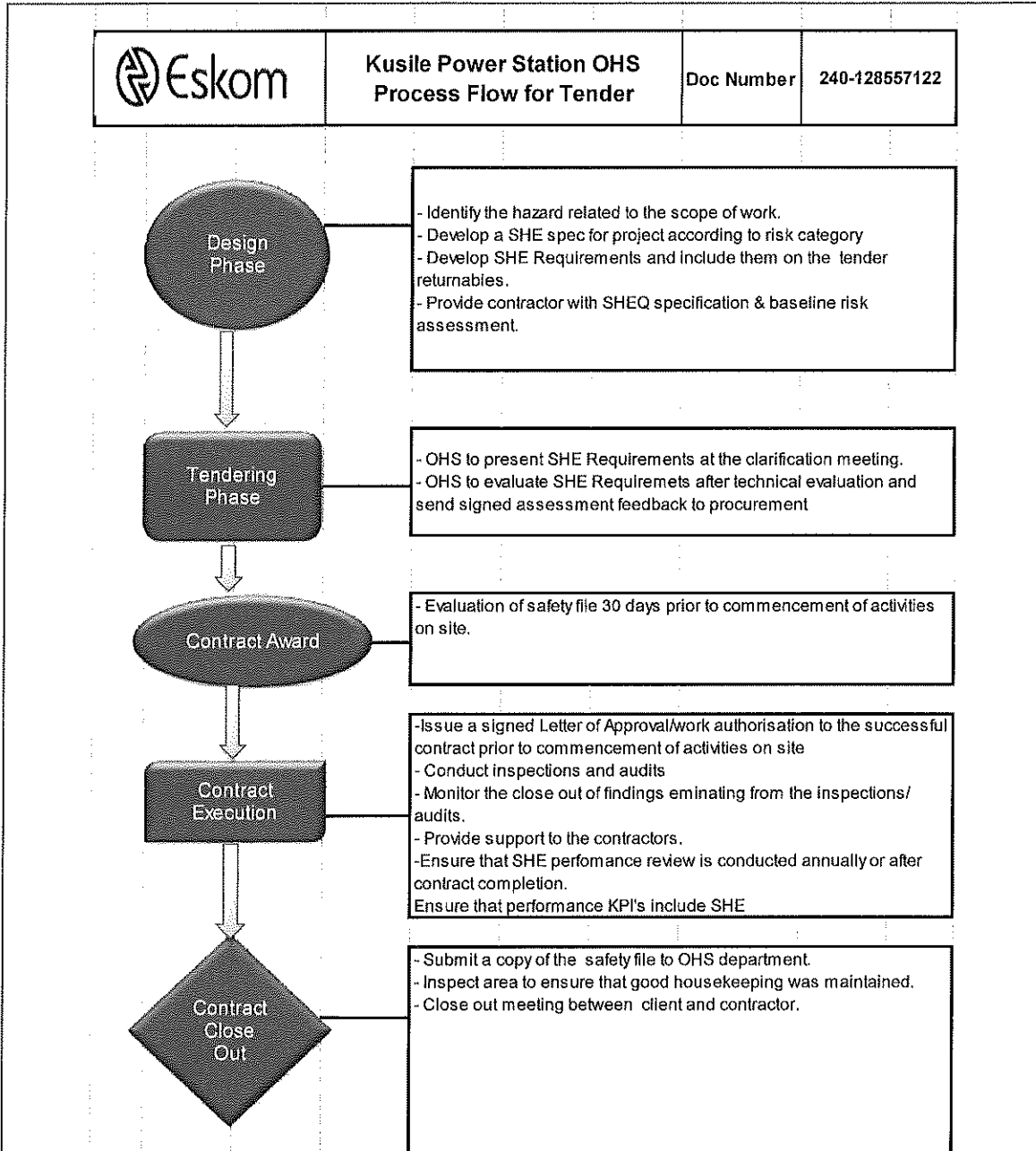
7. Acknowledgements

N/A

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Appendix A: Kusile Power Station OHS Process Flow for Tender



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8. Annexure B – Contactless fingerprint scanner Installation Numbers

OEM	Number of installations
North gate turnstiles – buses entrance area	8
North Gate North Pedestrian turnstiles – security building	8
North Gate South Pedestrian turnstiles – security building	8
North gate security office	2
North gate – vehicle access	4
East gate turnstiles & vehicle access	9

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