







	MATLA POWER STATION SCOPE OF WORK	Document Identifier		14593	Rev	6
				Effective Date	March 2023	
				Review Date	March 2026	


PLANT AREA: Matla Power Station						
TITLE: PROVISION OF LAUNDRY SERVICES TO MATLA POWER STATION FOR A PERIOD OF 5 YEARS						
REF:QA/QC 002		Reference Rev No:1		MULTIDISCIPLINARY: No		Plant Level: All
COMPILED BY	Name: Nothando Ntenga End User	Signature: 		Date: 2025.07.14		
APPROVED	Name: Zodwa Gumbi Line Manager	Signature: 		Date: 2025/07/14		
APPROVED	Name: Elias Katasa Group Manager	Signature: 		Date: 2025/07/17		
REVIEWED	Name: Bontle Mahura Quality Department	Signature: 		Date: 2025/07/17		
REVIEWED	Name: Robert Mathiba Occupational Health and Safety	Signature: 		Date: 2025/07/17		
REVIEWED	Name: Mosa Chipa Environmental Department	Signature: 		Date: 17/07/2025		

NB: Do not tamper with the template.

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GENERAL

- Data books, reviews, reports, and diagrams/drawings shall be submitted to Engineering after the completion of the work. Engineering to forward the data books to Quality Department (Document Control)
- All QCP's to be submitted to Engineering and Quality for approval prior to outage/project or maintenance work commencement.

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
1.1	Occupational Health and Safety	<ul style="list-style-type: none"> • Health and safety file should be approved by Safety risk management department prior to any work commences on site • All work is to be done in accordance with OHS Act 85 of 1993, Matla plant procedures and Plant Safety Regulations. (240-150642762). • Matla power station SHEQ induction must be done before access to site can be granted • The contractor should ensure that all employees have acquired the required competency for the task they are performing. • The contractor to ensure compliance to updated legal requirements and other requirements 	Eskom to witness.	Contractor
1.2	Environmental Management.	<ul style="list-style-type: none"> • All activities listed in the National Environmental Act 107 of 1998, EIA Regulations as amended, must have environmental AUTHORISATION before commencement of work. • The contractor shall comply with all applicable legal and other requirements. 	Eskom to witness.	Contractor

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		<ul style="list-style-type: none"> The polluter pays principle will be applied. The contractor manager shall ensure compliance with Eskom Matla Environmental procedures to ensure the prevention of pollution (refer: OMOP 4090 and 4402). The last payment will be processed based on the status of the last housekeeping check sheet (Annexure C: OMOP 4402) of designated area. EMS file based on ISO14001 will be required. 		
1.3	Quality Management	Contractors/executioner to adhere to QM 58 and OMOP4497 requirements <ul style="list-style-type: none"> Number of NCR issued can affect your next tendering process. No contractor should be in the possession of scopes for execution without the scopes approved by quality The contractor is subjected to quality auditing at any point in time during execution of scope 	Hold point	Contractor
1.4	Inputs from other departments			

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	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
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	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIB LE PARTY
	Provision of Laundry Services to Matla Power Station	Provision of Laundry Services to Matla Power Station for a Period of 5 Years	Hold Point	Contractor

BILL OF MATERIAL

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	Full description of Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity
1	Square Table Cloths				
2	Round Table Cloths				
3	Table Overlays				
4	Table runners				
5	Chair Covers				
6	Chair Tie backs				
7	Napkins				
8	Curtains				
10	Long Sleeve chefs jacket				
11	Short Sleeve Chefs Jackets				

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12	Chef's pants				
13	T- shirts				
14	Vests				
15	Aprons				
16	Chef's hats				
17	Blue jackets				
18	Blue pants				
19	Arch flash Jackets				
20	Arch flash pants				
21	White Long Sleeve Coats				
22	White Short Sleeve Coats				
23	Single Flat Sheet				
24	Single Blankets				

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25	Fitted Sheets				
26	Standard Pillow Cases				
27	Single bed Throw				
28	Hand Towels				
29	Bed Screens				
30	Bullet Proof Vests				
31	Alteration of pants				
32	Alteration of Jackets				
33	Zip replacement/repairs				
33	Button replacement /repairs				
34	Soccer Jersey				
35	Soccer shorts				
36	Netball Jerseys				

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37	Netball Skirts				
38	Socks				
39	Arch flash Pants				
40	Arch flash Jackets				
41	Blue Pants				
42	Blue Jackets				
43	Freezer Jackets				
44	Fire Pants				
45	Fire Jackets				
46	Fire Gloves, etc.				

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