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Title: PROVISION OF SHEQ SERVICES FOR SAFETY, HEALTH, ENVIRONMENT, QUALITY AND RELATED SERVICES AT MEDUPI POWER STATION FOR THE PERIOD OF 30 MONTHS.

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Compiled by



Lungisani Xaba
Senior Advisor QA

Date: 03/08/2023

Functional Responsibility



Brenda Mgidlana
Project Quality Manager

Date: 2023/08/03

Authorized by



Brenda Mgidlana
Project Quality Manager

Date: 2023/08/03

Executive overview

Medupi Power Station is a coal-fired power plant under construction and is located in the Limpopo province of the Republic of South Africa. The plant is designed to consist of six 800-megawatt coal-fired generating units for a total generating capacity of 4,800 megawatts. All six units have reached commercial operation, but extensive modification is required for the plant to attain its full operating capacity.

With SHEQ Panel contracts expiring June 2023 and most FTC Contracts expiring in March 2024, we need to continue resourcing departments delivering services to the project for Safety, Health, Environment, Quality, ICT and Occupational Hygiene through to end March 2026.

The Medupi Project is obligated to provide Quality services to ensure continuity of construction activities as per the contract. On average, the Contractors working on the Project request 450-500 inspections per day to be completed the following day.

Project Quality is an integral part of Construction, Engineering and Commissioning services which assures that works are constructed as per the requirements of the project standards, and codes. Its support is necessary for the Project to function effectively. Health, Safety and Environmental services are mandatory on such a Project.

Interpretation and terminology

Definitions:

- **Contract Management** – section in the Employer's organisation executing contract administration in support of the Employer's Agent who is accountable as per NEC3
- **Panels/Multiple Suppliers** – grouping of service providers contracted to provide a defined range of services
- **Requesting Manager** – any manager from the Employer's organisation requesting for services from the SHEQ Panel of Consultants

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Applicable referenced documents

The Eskom Code of Ethics (Standard 32-527)	32-527
SHEQ Policy	32-727
Eskom Procurement and Supply Management Procedure	32-1034
Eskom Risk Management Procedure	32-520
Quality Management System – Requirements	ISO 9000:2015
Occupational Health and Safety Act, Act 85 of 1993	118
Medupi Power Station Health and Safety Management Manual	348-1004392
Medical Surveillance	32-282
Medupi Project Execution Plan	200-5919 / 348-961711
Medupi Project Quality Plan	200-1679 / 348-883902
Document Management Work Instruction	348-883808
Quality Management System Audits	200-1682 / 348-80423
Corrective Action Request	200-1684 / 348-883554
Control of Non-conforming Products	200-15327 / 348-890104
Storage & Preservation	200-129834 /348-860843
Medupi Quality Specification	200-1689 / 348-389557
Eskom Supplier Quality Management Specification	240-105658000 (QM58)

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Specification and description of the services

SHEQ Services Scope

This scope of work is for the resourcing of Safety, Health, Environment, Quality, ICT and Occupational Hygiene services to the Medupi Power Station construction project.

The *Consultant* may offer proposals in any of the areas of scope defined below that they were pre-qualified in during the enquiry process;

- 1) Quality Management System Services
- 2) Quality Assurance
- 3) Quality Control including onsite inspections, surveillance inspections, behavioural based safety inspections, ad-hoc inspections (outage, repair etc.) data book management, documentation reviews, management of non-conformances and defects etc.
- 4) Administration and Coordination
- 5) Data capturing and records management.
- 6) Reporting
- 7) All other assigned quality related tasks (General)
- 8) The quality inspection services are in the technical disciplines of mechanical, boiler, balance of plant, electrical, civil, control & instrumentation
- 9) Information technology support
- 10) Occupational Health & Safety
- 11) Occupational Hygiene (as per 200-93129 / 348-665468)

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Quality Services

Quality Management System Services

Requirements of the *Employer's Own Management System*

1) The *Consultant* shall comply with the *Employer's* standard 200-1689/ 348-389557 and this document shall be read in conjunction with 240-105658000 "Consultant Quality Management: Specification (QM 58)". It must be noted that 200-1689 takes precedence in areas not covered clearly by QM58.

Consultant's Support of the Employer's Management System

1) The *Consultant* shall support the maintenance of the Quality Management System which complies with ISO 9001: 2015.

2) The *Consultant* shall ensure review and implementation of quality control programmes as well as management of special processes (welding, statutory, regulatory processes, etc.)

3) The *Consultant* shall comply with the Quality Management System used by the Employer

4) The *Consultant* shall ensure that outputs which do not conform to the requirements of the project are identified and controlled to prevent their unintended use or delivery. The service ensures that conformity to the requirements is verified when non-conforming outputs are corrected.

Quality Assurance Requirements

1) The *Consultant's* shall ensure that Quality Assurance is performed at all levels and phases of work carried out for the Employer.

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2) The *Consultant* shall comply with the *Employer's* governance (processes, procedures, standards etc.)

3) The *Consultant* shall ensure that all entities working on the project comply with the *Employer's* governance (processes, procedures, standards etc.)

Quality Assurance

1) Implementing an ISO 9001 based QMS and the PQP/Advising MEDUPI on QMS requirements

2) Providing Procurement Quality processes to the Procurement department

3) Coordinating quality training/managing all external & internal quality audit activities

4) Analysing and reporting on quality activities

5) Management of Knowledge Management issues/Lesson Learnt

6) Participation in Quality Clearing House meetings

7) Maintain QMS KPA/KPI metrics (NODs, Data Books, Punch Items, etc.)

8) Management and reporting on the I&TNs process

9) Supports the PQM on all product realisation processes and Quality Assurance/Control issues in the Project

10) Management of Project Assurance and Compliance issues

11) Off-Site Timesheets management

12) Project Quality Manager's Personal Work management

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- 13) Provide a resource for First Aid management
- 14) Manage Quality Meetings (booking and minutes)
- 15) Management and reporting on the I&TNs process
- 16) Management of Safety Training Register and Scheduling
- 17) Management of Invoices
- 18) Ordering Stationery, Groceries & PPE
- 19) Management of Timesheets Onsite and all HR related issues
- 20) Issuing of Purchase Orders

Quality Control requirements

The quality control requirements shall include onsite and offsite inspections, surveillance inspections, behavioural based safety inspections, ad-hoc inspections (outage, repair etc.) data book management, documentation reviews, management of non-conformances and defects etc.

The quality inspection services are in the technical disciplines of mechanical, boiler, balance of plant, electrical, civil, control & instrumentation.

Civil

- 1) Closing defects
- 2) Review of data books and archiving
- 3) Completion of the outstanding scope that still requires contract modification

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- 4) Commissioning of HVAC and archiving the book in relation to those works
- 5) Commissioning of Primary/Secondary clarifier, HVAC and archiving H3 data book
- 6) Construction of D6,7 and Phase 3D at Excess Coal stock yard
- 7) Construction of the Ash Dump Facility

Boiler

- 1) Closing of Defects
- 2) Completion of outstanding construction activities, Review and Archiving of Data Books currently estimated at 7476
- 3) Participate in Guarantee Outages, Correction of design defects with implementing technical solution via CT2.
- 4) Participate in Guarantee Inspection and Interim Repair outages.
- 5) Participate in Guarantee Outages, Correction of design defects with implementing technical solution via C7-2
- 6) QC/QA Data Book Review

EC&I

- 1) Lighting and Small Power (Construction works and Data Book Reviews)
- 2) Outage Support and Defect Close-outs
- 3) DCS Modifications
- 4) Unit 1 Optimisation and DHP Support

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- 5) Construction works and reworks around Fire Detection, Access Control, Power and CCTV
- 6) Civil and Mechanical Packages - CT2 Contract, DHP and HVAC EC&I Construction works.
- 7) QC/QA Data Book Review

Mechanical/Balance of Plant

- 1) Manage remaining scope of work including:
 - filling station, fire ring main, weighbridge, water treatment plant, reverse osmosis pre-filters, databook storage, maintenance workshop, helipad, mill maintenance workshop, sand blasting workshop, EPPA system, change of sub-station for secondary clarifier, coal stockyard road, drainage on coal overland, CO2 WTP, HVAC, Nitrogen and Hydrogen Plant, Installation of quenching pipeline and all outstanding scope of work to be determined by the Employer.

- 2) All Data books for all outstanding works & Defect Closures

All other assigned quality related tasks (General)

- 1) Databook integration
- 2) Data capturing for Quality Department
- 3) Daily Plant inspections

Safety and Hygiene

Occupational Hygiene Technologist

- 1) Quarterly Reporting to AIA (HYGIENE)
- 2) Ensure Occupational Hygiene compliance on Construction site and on Team Medupi

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- 3) Bio-monthly contractors occupational hygiene monitoring
- 4) Conduct Occupational Hygiene surveys
- 5) Conduct awareness sessions
- 6) Monitor the Medupi Instruments
- 7) Ergonomics management
- 8) Develop and manage Occupational Hygiene Programmes
- 9) OH HIRA management.

Safety Officer Occupational Health & Safety

- 1) Occupational Health and Safety Risk Strategy formulation and implementation
- 2) Manage OHS Risk Control Systems
- 3) OHS Advisory Service
- 4) OHS Communication
- 5) OHS Administration
- 6) Participating and commenting on standards and procedures to mature and enhance proactive OHS management.
- 7) Legal Compliance Audits
- 8) Construction and Contractor Safety and Health Management Advisory Services

Assistant Officer Projects (QA Reporting)

- 1) Provide an administrative and secretarial support service.

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- 2) Provide a general office administration function
- 3) Provide a one-stop client service
- 4) Process data for information systems
- 5) Prepare presentations for the department
- 6) Manage training for the department

ICT

- 1) Assisting with Cameras onsite.
- 2) Troubleshooting, installation and maintenance.
- 3) Coordinating the Vodacom and MTN coverage, site visits and maintenance of the signal.
- 4) Working on the WISPA Server services, create new user accounts and assign roles and modules, update workflows, roles, processes and current open items as per package list or new assignment letters.
- 5) Continuous working with Cloud support team from Datacentrix to monitor and keep the system active and minimize downtime.

Quality Management System Requirements

1. The Consultant shall demonstrate, provide and maintain a Quality Management System (QMS) that is ISO 9001:2015 certified or compliant thereto. Compliance with the provisions of this clause in no way relieves the Consultant of the final responsibility to furnish acceptable services.
2. The delivered or services shall be uniform in Quality and condition, consistent with good industry practices and adhere to requested Eskom requirements, without deviation.
3. The Consultant shall have the right to regularly conduct inspections, assessments, audits and surveys and perform surveillance on behalf of the Employer on the Employer facilities, Plant sites, premises, records and documentation (including but not limited to data books) to evaluate their capability to comply with the requirements necessary to conform to contractual and QMS requirements.

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4. The *Consultant* shall have the rights reserved by the *Employer*, right to inspect, at reasonable times, any or all of the services performed at the *Contractor or Sub-Contractor's* premises or elsewhere.
5. The services must comply with the agreed specifications and requirements and the applicable directives and standards set out in the Contract. The *Consultant* shall continuously monitor and identify non-conformances, on behalf of the *Employer*.
6. Nothing contained in the Contract and/or purchase order and/or scope of work and /or works information shall relieve in any way the *Consultant* from the obligation of Quality control thereof.
7. The *Consultant* shall, on request, prove its organizational, logistics and support resources to ensure the requirements of the contract can and will be achieved.
8. The *Employer* reserves the right to assess and measure, during the existence of the agreement the qualifications, capability and competence of the key staff (assigned personnel) in relation to the scope of work.
9. The identified professional personnel who will be managing the service will be available and accessible on a continuous basis until the conclusion of the project.
10. The Quality of the services and the contents thereof will always be in accordance with professional standards.
11. The *Consultant* must, at all relevant times, scrutinize and be aware of Eskom's requirements with specific focus on, inter alia, its philosophy, principles, strategies, practices, mission, vision, models, policies and practices.
12. The *Consultant* shall exercise reasonable professional skill, care and diligence in the performance of his obligations in terms of this agreement.
13. On awarding of the Contract to the successful *Consultant*, such *Consultant* shall present to the *Employer* an acceptable Police Clearance Certificate for each personnel prior entering Medupi Power Station site.
14. Resumes with Medical Certificate, certified copies of Identity Document, Qualifications and Drivers License for all personnel appointed to serve as Quality Control monitors.

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The following resources, by grade, are **required**

All resources are required full time from 01 October 23 to 31 March 26 except the Occupational Hygiene Technologist who will be required as and when.

Position	Grade	Number of Position	Scope
<p>Civil Discipline</p> <p>Quality Inspector (Civil)</p> <p>Quality Senior Inspector</p>	<p>X11 (1)</p> <p>X12 (2)</p>	<p>3</p>	<p>To execute the Manufacturing, Construction, Commissioning activities in accordance with the Construction and Commissioning Plans to deliver an operable plant.</p> <p>Key Performance Areas (KPA) - To implement the activities detailed in the construction and commissioning plan. For the following packages:</p> <p>Package 42 Completion of outstanding Data Books (Only QA/CD verification is outstanding)</p> <p>Package 41 Completion of outstanding Data Books Works completed on site</p> <p>Package 37a Completion of outstanding data Books Works are completed on site</p> <p>Package 22E Completion of CSY north and south. Completion of Stormwater drainages (Works are in inception phase) Completion of Road works (works are in inception phase)</p>

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			<p>Package 31F New Contractor. Works not yet commenced Construction of Drainage, access and Terrance at Ash Dump and workshop</p> <p>Package 22F New Contractor. Works not yet commenced Rehabilitation of Temporary Coal stock yard</p> <p>Package 08 Completion of outstanding HVAC works across all units Completions of Fire Protections works across all units Completions of outstanding lighting and small power works across all units Completion of outstanding Earthing works across all units Completion of modification of IT Comms Building works Completion of outstanding Civil defects works Package 07 Completion of remedial works on the chimneys (defects and paintworks)</p>
<p>BOP Mechanical</p> <p>Quality Control Inspector</p> <p>and</p> <p>Senior Quality Inspector</p>	<p>X11 (1)</p> <p>X12 (2)</p>	<p>3</p>	<p>To execute the Manufacturing, Construction, Commissioning activities in accordance with the Construction and commissioning plans to deliver an operable plant.</p> <p>Key Performance Areas (KPA) - To implement the activities detailed in the construction and commissioning plan.</p> <ol style="list-style-type: none"> 1. Execute the Construction and Commissioning of plant and participate in the Construction and Commissioning of plant by conducting inspections. 2. Provide Quality support in all integration activities with the relevant disciplines for the delivery of the commissioning effort.

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			<p>3. Provide support in the assessment and treatment of risks of the overall plant during Construction and commissioning.</p> <p>4. Comply to all Eskom site related governance and safety, health, environment and quality (SHERQ) requirements. For the following packages:</p> <p>P04- Outstanding defects and data books</p> <p>P32D- Outstanding defects and data books</p> <p>P04A- Completion of the manufacturing condensate and quenching pipeline. Construction and commission of the Condensate and Quenching line.</p> <p>P10A- Completion of Phase 8 and 4, construction of phase 3,5,7 and 9</p> <p>P20C- Design, construction and commission of the Nitrogen and hydrogen plant</p> <p>P35G- Design and construction and commissioning of the Fuel Filling station (Package still to be located)</p> <p>Completion of Primary & Secondary Clarifiers Valve Automation</p>
Quality Assurance			<p>To provide support an effective site Quality management service in order to support the Project Quality Manager to ensure that all medium and low projects are completed within time, cost and quality constraints while optimizing all resources used.</p>

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			<ol style="list-style-type: none"> 1. Implementation and maintenance of ISO 9001 certification based QMS and the PQP/Advising MEDUPI on QMS requirements 2. Providing Procurement Quality processes to the Procurement department 3. Coordinating quality training 4. Managing all external & internal quality audit activities 5. Analysing and reporting on quality activities. 6. Participation in Quality Clearing House meetings.
Assistant Officer Projects	X10 (3)	3	<p>To provide support in project related activities.</p> <p>Key Performance Areas (KPA)</p> <ol style="list-style-type: none"> 1. General Services Contracts Management Administrator. 2. Departmental Documentation Management. 3. Co-ordination of Office Maintenance. 4. Management of Invoices/Ordering Stationery, Groceries & PPE/Timesheets Onsite/Purchase Orders/all HR related issues 5. To provide an administrative and secretarial support service to the Quality and Line Managers. 6. Provide an administrative and secretarial support service. 7. Provide a general office administrative function. 8. Provide a one-stop client service. 9. Process data from information systems 10. Maintain QMS KPA/KPI metrics (NODs, Data Books, Punch Items, etc.) 11. Management and reporting on the Inspection and Test Notification (I&TN)'s process. 12. Off-Site Timesheets/PQM's Personal Work/First Aider/Quality Meeting (booking and minutes).

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Quality Assurance Engineer	X15	1	<p>To provide support in the administration of a complete and effective documents and record management function to the project team throughout the project lifecycle.</p> <p>Key Performance Areas (KPA)</p> <ol style="list-style-type: none"> 1. Implementation and maintenance of ISO 9001 certification based QMS and the PQP. 2. Advising MEDUPI on QMS requirements. 3. Providing Procurement Quality processes to the Procurement department. 4. Coordinating quality training/managing all external & internal quality audit activities/Analysing and reporting on quality activities. 5. Participation in Quality Clearing House meetings documentation of the client. 6. Liaise and maintain communication and relationships with internal and external stakeholders. 7. Comply to all Eskom and site related governance and safety, health, environment, risk and quality (SHERQ) requirements. 8. Manage team performance, development of skills, knowledge and capabilities. 9. Manage compliance with all Eskom and site related governance and quality requirements.
Inspection and Data books coordinator	X11	2	<p>To provide support services to the project team.</p> <p>Maintain QMS KPA/KPI metrics (NODs/Data Books etc) and Management and reporting on the I&TN's process/ Upload and maintain project documents and records within the designated system.</p> <ol style="list-style-type: none"> 1. Comply to all Eskom and site related governance and safety, health, environment, risk and quality (SHERQ) requirements.

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			<p>2. Support all stakeholder management systems and lead Engineers to all projects. Conduct quality control checks with system and projects audits. Liaison with relevant role players to all projects.</p>
<p>Boiler Discipline</p> <p>Quality Control inspectors (1)</p> <p>Senior Quality Inspectors (3)</p> <p>Discipline Quality Manager (1)</p> <p>Welding Engineer (1)</p>	<p>X11</p> <p>X12</p> <p>X15</p> <p>X16</p>	<p>6</p>	<p>To support the contract management services to the project(s) through the effective compilation, evaluation, risk assessment, administration and dispute of contracts.</p> <p>Key Performance Areas (KPA)</p> <ol style="list-style-type: none"> 1. Provide contract administration services during the life cycle and contract duration. 2. Advise as contract specialist for and on behalf of project managers and contracts management section. 3. Support contracts managers in contractor communication and performance management of contractors. 4. Participate and support the procurement process, evaluation and advice on procurement and contracting strategies. 5. Provide contract administration support and advice throughout the project, procurement, and contract lifecycle. 6. Communicate safety, health, environment, risk, quality (SHERQ) and technical contractual requirements. 7. Closing of Defects, Completion of outstanding construction activities, 8. Review and Archiving of Data Books, Guarantee Outages, 9. Correction of design defects with implementing technical solution via CT2 (Defects on mills, PJFF, Gas Air heater) and 10. C7-2, Pressure parts (Superheater and Re-heater)

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			modifications Guarantee Inspections and Interim Repair outages.
Electrical and Control & Instrumentation			To implement and execute Quality requirements on the Manufacturing, Construction, commissioning activities in accordance with the standards and specification during Construction and Commissioning to deliver an operable plant. Key Performance Areas (KPA)
EC&I Inspector	X11	2	<ol style="list-style-type: none"> 1. To implement the activities detailed in the construction and commissioning plan. 2. Execute the Construction and Commissioning of plant and participate in the Construction and commissioning of plant by conducting inspections. 3. Provide Quality support in all integration activities with the relevant disciplines for the delivery of the commissioning effort. 4. Provide Quality support in the assessment and treatment of risks of the overall plant during Construction and commissioning. 5. Comply to all Eskom site related governance and safety, health, environment and quality (SHEQ) requirements. 6. Perform Site Acceptance Tests and Factory Acceptance Tests <p>For the following packages:</p> <p>P18 (Honeywell)</p> <ul style="list-style-type: none"> • Consolidated Building Management System. • Outstanding data books for Unit 3, 4 and BOP. • Outstanding interface work (lift monitoring & HVAC) across all units. • Reworks around Fire Detection, Access Control, Power and CCTV; QC/QA Data Book Reviews.

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			<ul style="list-style-type: none"> • Civil and Mechanical Packages • CT2 Contract, DHP and HVAC EC&I Construction works • QC/QA Data Book Reviews. <p>P13 (Actom)</p> <ul style="list-style-type: none"> • Design, Supply, and Installation of Medium Voltage Switchgear. Mini-outage required for work to be completed. • Outstanding BOP defects, outstanding Works for the EWS Works in Unit 1 & 3 and Station server redundancy at unit 4. <p>P17A Alarm</p> <ul style="list-style-type: none"> • M3 – M1 and M0 QC/QA Data Book Reviews and BOP and defects closure <p>P19C (GPWG) – EPPA system.</p> <ul style="list-style-type: none"> • Completion of (Current Slippage of 33 days). • Still on design stage, TM Engineering is currently reviewing drawings. <p>P49 (GPWG) – CEP VSD (room ventilation system)</p> <ul style="list-style-type: none"> • Design, supply, Install and commission of the HVAC system for the CEP VSD rooms (Unit 6 to 1) <p>P17A (GE) – Control & Instrumentation System (Power Island Units 4 to 6 and Balance of Plant).</p> <ul style="list-style-type: none"> • Outstanding data books and defects - DCS software updates or PIS software updates testing for Unit 1 - 3 and BOP.
Health and Safety		4	Occupational Hygiene Technologist (as and when). Quarterly Reporting to AIA (HYGIENE). Ensure Occupational Hygiene

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Occupational Hygienist (1)	X15 (3)		compliance on Construction site and on Team Medupi. Bio-monthly contractors occupational hygiene monitoring. Conduct Occupational Hygiene surveys. Awareness. Monitor the Medupi Instruments
Occupational Health (Safety Officer) (1)			1) Occupational Health and Safety Risk Strategy formulation and implementation
Environmental Senior Advisor Environmental (1)			2) Manage OHS Risk Control Systems
Administrator	X10 (1)		3) OHS Advisory Service 4) OHS Communication 5) OHS Administration 6) Participating and commenting on standards and procedures to mature and enhance proactive OHS management. 7) Legal Compliance Audits 8) Construction and Contractor Safety and Health Management Advisory Services
ICT	X11	1	Assisting with Cameras onsite, troubleshooting, installation, and maintenance. Also coordinating the Vodacom and MTN coverage, site visits and maintenance of the signal Working on the WISPA Server services, create new user accounts and assign roles and modules, Update workflows, roles, processes, and current open items as per package list or new assignment letters. Continuous working with Cloud support team from Datacentric to monitor and keep the system active and minimize downtime.

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Breakdown by grade	
X10	4
X11	9
X12	7
X15	5
X16	1
TOTAL	26

Contract period: 30 months max.

Contract dates: October 2023 to March 2026.

Hours: 204 per month average. Any additional hours to be pre-authorized by the Employer's Agent (total average worked hours to be capped at 220 maximum in a month).

Rates based on Eskom Standardised Rates plus mark-up for Employment on costs.

Laptop site specification will be provided.

The contractor shall comply with all the relevant Eskom / Medupi Power Station rules and regulations.

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