

 Eskom	Terms of Reference	Technology
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Title: TERMS OF REFERENCE FOR DESIGN REVIEW TEAMS PRESIDING OVER POWER DELIVERY INFRASTRUCTURE DESIGNS IN ESKOM

Unique Identifier: 240-606480018

Alternative Reference Number: <n/a>

Area of Applicability: Engineering

Next Review Date: STABILISED

COE Acceptance



Amelia Mtshali
DBOUS: Senior Manager

Date: 15/08/2019

DBOUS Acceptance



Prince Moyo
PDE: General Manager

Date: 15/08/2019

This document is **STABILISED**. The technical content in this document is not expected to change because the document covers: *(Tick applicable motivation)*

1	A specific plant, project or solution	
2	A mature and stable technical area/technology	
3	Established and accepted practices.	x

Terms of Reference documents need to be Stabilized:

PCM Reference: <xxxxxx>

SCOT Study Committee Number/Name: <Number or name>

	Terms of Reference	Technology
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Title: TERMS OF REFERENCE FOR DESIGN REVIEW TEAMS PRESIDING OVER TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE DESIGNS IN ESKOM

Unique Identifier: 240-606480018

Alternative Reference Number: <n/a>

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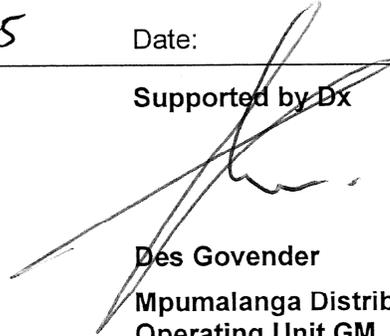
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Content

	Page
1. Background	3
2. Constitution/Mandate.....	3
3. Composition of the Committee	5
3.1 Chairperson.....	5
3.2 Principal members.....	6
3.3 Alternative members	6
3.4 Co-option of members / Officials.....	6
3.5 Cancellation of appointments.....	7
3.6 Deputising for the Chairperson	7
3.7 Secretariat.....	7
4. Supporting clauses	7
4.1 Scope	7
4.1.1 Purpose.....	7
4.1.2 Applicability	7
4.2 Normative/informative references	7
4.2.1 Normative.....	7
4.2.2 Informative	8
4.3 Definitions.....	8
4.3.1 General	8
4.3.2 Disclosure classification.....	8
4.4 Abbreviations.....	8
4.5 Roles and responsibilities	9
4.5.1 Committee.....	9
4.5.2 Role and Responsibility of the Principal Members	10
4.5.3 Role of Responsibility of the Alternative Members	10
4.5.4 Role of Responsibility of the Chairperson.....	11
4.5.5 Secretariat.....	11
4.5.6 Authority.....	12
4.5.7 Meetings of the Committee	12
4.6 Process for monitoring	15
4.7 Related/supporting documents	15
5. Decisions	15
6. Record Keeping.....	15
7. Reporting	15
8. Code of Conduct for members	16
9. Self-Evaluation monitoring.....	16
10. Revisions	16
11. Development team	16
12. Acknowledgements	17

Figures

Figure 1: Structure of the PDE DRT	5
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1. Background

The Power Delivery Engineering Design Review Team (PDE DRT) is a sub-committee of the Design Governance Committee (DGC) and has been established to assist the DGC in providing governance for the approval of Power Delivery Related Designs within Eskom.

2. Constitution/Mandate

The PDE DRT is a power delivery engineering design review structure that derives its mandate from the Design Governance Committee (DGC), which in turn derives its mandate from the Technical Governance Committee (TGC) which is a sub-committee of Exco Mancom Ops. It is accountable to that body and shall provide information to the DGC as required. All its sub-committees are accountable to it (see Figure 1 in section 3).

The Committee shall exercise its delegated authority in accordance with Eskom's Delegation of Authority Framework approved by the Board from time to time, subject to the provisions of the Companies Act, 71 of 2008, as amended, Eskom's Memorandum of Incorporation, the Shareholder Compact, the Public Finance Management Act, 1 of 1999, as amended, and any other applicable legislation.

The PDE DRT shall execute the concept, basic and detail design end of phase design reviews as stated by the approved Eskom Design Review Procedure (240-53113685), thereby ensuring that all PDE designs are structured, systematic and consistent. The execution of the steps described in this procedure shall ensure that the designs are correct in terms of design calculations and philosophy and are integrated into the design procedure. It shall also ensure that designs satisfy user requirements.

The committee and its sub-committees shall review designs and design inputs to ensure that the most efficient design solution is selected taking into account the life cycle of the asset. This includes technical feasibility, technical risks, capital cost, life cycle costs, safety, constructability, maintainability and outage management amongst others.

The committees shall exercise oversight over the following within their scope:

- Compliance of design to stakeholder (user, regulatory, statutory, environmental) requirements.
- Compliance of designs to design standards, philosophies, practices and codes.
- Compliance to standard designs where available.
- Compliance to the relevant PCM's.
- Ensure that the standard templates are used for the design documents and presentations to the DRT's.
- Demonstration of sound engineering thinking where a unique solution has to be provided (design approach, rationale, assumptions, modeling, calculations, simulations).
- Review, challenge and approval of the technical designs at the various PLCM stage gates.
- Design optimization in terms of total life cycle costs.
- Accuracy of the cost estimates for the chosen solution in line with the stage gate, and ensure that the planner is made aware if the cost estimate is 30% higher or 30% lower than the expected cost. Cost to be obtained from the relevant project management department.
- Practicality of the implementation proposal for the design solution.
- Ensure that all documents required to procure, construct, install, commission, operate and maintain the designed system or component have been submitted for review and acceptance.
- Safety in design (design is safe to construct, operate, maintain and dismantle).

- The design has considered and incorporated all aspects of constructability, procurement, operability, maintainability, sustainability, reliability, availability, testability, expandability, disposability also and including inspection and commission capabilities.
- Risks have been identified, assessed, documented and mitigated.
- Check if design is ready to proceed to the next design phase or to the execution phase.
- Recommendations of previous design reviews have been incorporated in the revised design.
- Design changes and modifications to be referred back to DRT.
- Engineering changes are managed in line with what is described in the PCMs.

The committees shall play a facilitation role to ensure that the status of the project development pipeline is assisted. They must exercise oversight over the progress made and rate at which projects are approved.

The responsibility for the integrity of the design will still reside with the professional engineer signing off the design package and design drawings.

All submissions to the DRT must be in a standard template format.

The PDE DRT and its sub-committees shall not be accountable for vetting technical options (planning options) during the process of project initiation, although they may, on occasion, do so as requested. They shall only vet design solutions and design options for initiated projects and ensure the design process has been complied with.

The DGC shall appoint the Chairperson of the PDE DRT, who in turn shall appoint the members and officials. The PDE DRT shall comprise personnel who are qualified by knowledge and experience to provide insight and independent oversight of matters relating to the governance for the review and approval of Power Delivery Related Designs within Eskom.

The chairperson of the PDE DRT shall have the power at any time to remove any members and officials, and to fill any vacancies created by such removal.

The PDE DRT shall consist of a main PDE DRT and a set of sub-committees as described in Figure 1 below. The sub-committees have jurisdiction on projects involving their own disciplines. The subcommittee can either authorise designs (if they are within their delegation) or support designs (if they require authorisation by the PDE DRT as per its delegation).

For Transmission designs, approval of designs by the DRT sub-committees is limited to:

- Projects with capital values less than R50m and where sub DRTs are in agreement.
- Projects of a higher value can only be supported by the sub-committee and must thereafter be referred to the PDE DRT for approval.
- Only standard designs.

For Distribution designs, approval by the Distribution Design Review Committees is limited to:

- Projects to be approved within the delegation of the Dx division. All GCIMC, ICAS, IFC & Board delegation level projects shall be supported by the relevant CoE and must thereafter be recommended to the PDE DRT for approval without waiting for a sub-committee meeting, the CoE shall be delegated by the sub-DRT chairperson and given 5 working days to accomplish the task.
- Standard designs and designs that are packaged and published on SCOT website which may not be standardised yet.

For Distribution design review committees the PDE DRT shall conduct regular assessment of compliance to the Design Review Procedure (240-53113685).

The DRT sub-committees consist of the following:

- **Lines DRT**, responsibility to include oversight over Transmission Lines and Eskom Telecommunication Towers. In addition, all Line projects escalated from the Distribution DRTs.

- **Substations DRT**, responsibility to include oversight over Transmission Substations including the HV Plant items and Eskom Telecom infrastructure that includes but is not limited to roads, fencing, drainage, kiosks and plinths. In addition, all projects escalated from the Distribution DRTs.
- **PTM&C DRT**, responsibility to include oversight over all Secondary Plant including Eskom Telecommunication.
- **Distribution Provincial OU DRTs**, responsibility to include oversight over Distribution Power delivery assets.
- **ECM**, responsible to oversee that any engineering changes to the design base are effectively controlled, as per the Engineering Change Management Procedure 240- 53114002.

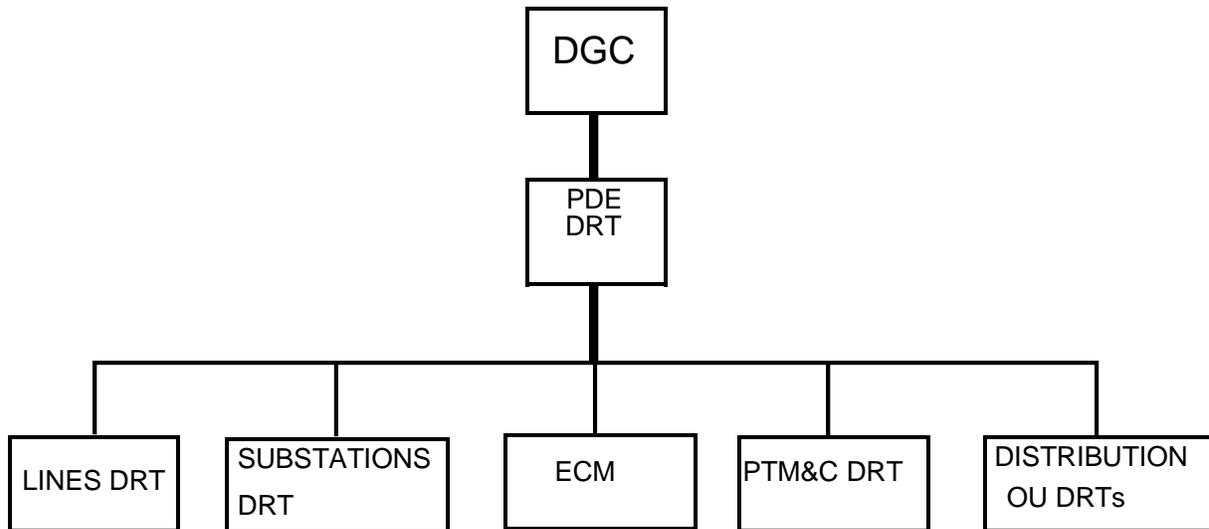


Figure 1: Structure of the PDE DRT

3. Composition of the Committee

The committees shall comprise of members from all relevant disciplines that are involved in the life cycle of the applicable assets. This includes personnel from the planning, standards, design, project development as well as operating and maintenance environments. A multi-disciplinary team will ensure that design solutions are optimal and implementable.

The chairpersons of the sub-committees shall be appointed by the chairperson of the PDE DRT. Members of sub-committees shall be appointed by the chairperson of the sub-DRT upon recommendation and with support of the relevant discipline Senior Managers of the respective areas.

3.1 Chairperson

The General Manager Power Delivery Engineering or his delegate shall chair the PDE DRT. PDE DRT can decide to include additional members and officials as and when required. The members listed above may also become officials at the discretion of the Chairperson. Letters of appointment will be issued to formalise this. The chairperson and members shall:

- Always act in a way that advances the mandate of the committee.
- Make every effort to attend all meetings.
- Follow through on agreed actions in order to ensure the effective functioning of the committee.

3.2 Principal members

The standing committee members shall be personnel who are qualified by knowledge and experience to provide insight and oversight of matters relating to the PDE DRT and its sub-committees.

Members or their official alternatives shall attend all meetings.

Members shall include but not be limited to Senior Managers from the following areas:

- Eskom Real Estate Lands and Rights (to cover environmental as well)
- Transmission Grid Planning Department
- Transmission Representative
- Transmission Asset Management Execution
- PDE Line Engineering Services CoE
- PDE Substations Engineering CoE
- PDE PTM&C CoE
- PDE HV Plant CoE
- PDE Integration CoE
- PDE Planning & GIS CoE
- Transmission System Operator
- Group Capital Project Development Department
- Group Capital Power Delivery Projects
- Group Technology Master Specialist
- Distribution Representative (when necessary)

The PDE DRT can decide to include additional members and officials as and when required.

Representatives from the following areas will standard officials:

- Transmission Safety Risk Assurance
- Eskom Telecommunications
- Eskom Research Testing and Development department
- Environmental
- PDE DBOUS CoE

The members listed above may also become officials at the discretion of the Chairperson. Letters of appointment will be issued to formalise this.

3.3 Alternative members

The use of alternative members is restricted to those occasions where a principal member is legitimately absent. Each principal member may nominate an alternative member to attend on his/her behalf. The alternate member should be at the same level or one level lower than the principal member. The committee chairperson shall be informed and agree to the appointment of the alternative member prior to the committee meeting.

3.4 Co-option of members / Officials

Individuals may be co-opted onto the committee for their specialist expertise on a temporary or permanent basis at the discretion of the chairperson.

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3.5 Cancellation of appointments

The chairperson may recommend, to the DGC, the need for a change in representation of the relevant division/business area at the committee.

3.6 Deputising for the Chairperson

If the chairperson will not be present during a scheduled meeting, the majority of members present will deputise any of the the Senior Managers for HV Plant Engineering, Substations Engineering, Line Engineering or PTM&C as the chairperson for the meeting.

3.7 Secretariat

There shall be a secretariat (co-ordinating official) function provided by the Technology Division.

The co-ordinating official to the committee shall:

- Provide assistance to the committee secretary in drawing up meeting agendas and preparing the necessary documentation
- Peruse the minutes of meetings for correctness prior to circulation to members;
- Ensure that all action items from each meeting are addressed by the responsible member
- Keep records of all documentation including approved minutes, all presentations, updated action lists, approved sub-committee reports and a current rolling summary of all PDE findings.

4. Supporting clauses

4.1 Scope

This document covers the mandate, authority and scope of work of the PDE DRT and its sub-committees that are charged with providing technical assurance to management and governance structures.

4.1.1 Purpose

The purpose of this document is to compile a common understanding of the mandate, structures and operations of the Power Delivery Engineering Design Review Team (or PDE DRT) and its sub-committees.

4.1.2 Applicability

This document is applicable to all wires related activities for ensuring the design integrity of the relevant Power Delivery assets, to facilitate the achievement of business objectives and priorities, and compliance with King III Governance Principles.

This document is applicable to members of the PDE DRT, and the invited members, and is formulated to communicate the primary responsibilities and delegated authority of the PDE DRT for ensuring the design integrity of the relevant Power Delivery assets, to facilitate the achievement of business objectives and priorities, and compliance with King III Governance Principles.

4.2 Normative/informative references

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

4.2.1 Normative

- [1] 240-53113685 Design Review Procedure
- [2] 240-43327398 Engineering Policy

- [3] 240-53114002 Engineering Change Management Procedure
- [4] EHPUM and Process Control Manuals
- [5] 474-238 PCM for technical governance
- [6] 240-50597830 PCM for management of governance bodies
- [7] Group Technology Business Plan
- [8] Engineering Policy
- [9] PLCM-SS-1308

4.2.2 Informative

- [10] King III Report for Governance
- [11] King III Code for Governance
- [12] Study Committee of Technology (SCOT) terms of reference

4.3 Definitions

4.3.1 General

Definition	Description
Discipline Manager	Discipline Manager: The manager for a technical discipline or CoE that is responsible for producing a design for the project that is being presented. Where a project is integrated, this shall refer to the different managers that are responsible for producing their element of the design.
Distribution:	Eskom Distribution Operating Unit
PDE Integration Manager	The power delivery manager responsible for project integration, which involves ensuring that the different design inputs produce a coherent design and are delivered in line with the committed schedule.
Power Delivery	That part of the electricity value chain that involves the transmission and distribution of electricity. Power delivery refers to overhead and underground “wires” infrastructure, transforming infrastructure and associated infrastructure that enables the delivery of electricity.
Professional Engineer	An engineer with the requisite qualification and experience for the task that they are performing, as deemed and accredited by the Engineering Council of South Africa (ECSA).
Project	A requirement for an infrastructure solution for purposes of delivering electricity. The requirement may be for a new asset or adjustments and modifications to an existing asset

For Definitions pertaining to project and design lifecycle elements, the definitions contained in the PLCM document for the wires business shall apply.

4.3.2 Disclosure classification

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

4.4 Abbreviations

Abbreviation	Description
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Abbreviation	Description
B2B	Back to Basics Program
CoE	Centre of Excellence
CRA	Concept Release Approval
DBOUS	Design Base Operating Unit Support
DGC	Design Governance Committee
DRA	Definition Release Approval
DRT	Design Review Team
Dx	Distribution Division
ECM	Engineering Change Management
ERA	Execution Release Approval
EWL	Engineering Work Lead
IC	Investment Committee
IT	Information Technology
OT	Operational Technology
OU	Operating Unit
PCM	Process Control Manual
PDD	Group Capital Project Development Department
PDE	Power Delivery Engineering
PDP	Group Capital Power Delivery Projects
PDRA	Project Definition Readiness Assessment
PDRI	Project Definition Readiness Index
PLCM	Project Life Cycle Model
PTM&C	Protection, Telecommunications, Metering and Control
SCOT	Study Committee of Technology
TEC	Technical Evaluation Committee
TEF	Technical Evaluation Forum
TGC	Technical Governance Committee
TRC	Technical Review Committee

4.5 Roles and responsibilities

4.5.1 Committee

The PDE DRT shall exercise oversight over the following projects:

- Integrated new substation(s) and line(s) projects, which could include Distribution scope.
- Major refurbishment programmes for a fleet of assets.
- All transmission capital projects, both refurbishment and expansion.

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In addition, the following activities will be performed:

- Oversight of projects approved at the sub-committees. These submissions shall be presented at a frequency to be determined by the PDE DRT. The format shall be provided by the PDE DRT.
- Regular discussion of the project pipeline using the Transmission Development Plan (TDP), the PDD and PDP schedules and sub-committee approvals. This is needed to ensure projects are tracked for approval at PDE DRT, and minimise delays.
- Noting of projects approved at the IC for CRA release
- Noting of new and revised standards produced by the technology standardisation committees (SCOT).
- Review of post project technical reports (1 year after construction).
- Ensure that decisions made are based on environmental, requirements, network capacity constraints, risk and required network performance.

All Tx projects presented at the PDE DRT should first be recommended by the relevant sub-committee, and all Dx projects should first be recommended by the relevant CoE without waiting for a sub-committee meeting.

Projects approved at the PDE DRT can then proceed to a PDRI meeting and then to the relevant Investment Committee. The PDRA approvals are led by the project developer/project manager, the Integration Engineer, Discipline Engineers support and participants in this process.

4.5.2 Role and Responsibility of the Principal Members

The principal members shall:

- Expedite decision making during the course of the meeting by preparing for the meeting through reviewing the material distributed by the secretariat prior to the meeting and consulting with the source of the material in the event of insufficient clarity.
- Familiarise themselves with the latest design codes, practices, standards, philosophies, techniques and technologies for their respective disciplines.
- Ensure that they act in a professional manner and attend meetings on time and provide apologies in advance if unable to attend, also to ensure that a suitable representative is sent to the meeting in the event that he/she cannot attend.
- Ensure that they are up to date with developments in the areas they represent.
- Put forward all views and mandates of the area or function they represent, and facilitate understanding.
- Question, challenge and raise issues in the meetings that could adversely affect the performance of engineering activities.
- Review design review documents submitted before the review meeting.
- Ensure that design solutions are technically sound and in line with all stakeholder requirements (e.g. technical, operational, regulatory, statutory, environmental, safety, quality, Eskom value systems).
- Assess the project estimated against benchmark cost and estimated project duration against previous project experiences.
- Alternative members shall ensure that they are able to adequately represent the role of the member represented.

4.5.3 Role of Responsibility of the Alternative Members

Alternative members shall:

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Gain enough understanding prior to the meeting from the party being represented and ensure that the party's view is represented.

4.5.4 Role of Responsibility of the Chairperson

The chairperson shall:

- Follow the agenda and ensure that all members have a fair opportunity at expressing their views and that no party dominates the floor.
- Ensure that the design review meetings are scheduled timeously.
- Set and approve meeting agendas after evaluating presentation submitted for suitability.
- Chair all meetings.
- Organises the work of the committee in such a way that it is completed rigorously and efficiently in order to minimise costs to the business.
- Approves, taking into account views expressed by members.
- Ensures that a quorum is established at all meetings.
- Ensures compliance with the requirements of this Terms of Reference.
- To ensure that decisions are taken on sound technical and economic principles, and are majority consensus based, after all members have made technical recommendations.
- Ensures that discussions are focused, objective, frank and constructive. Strives for consensus in the review team in case of differences of opinion. If consensus cannot be reached, takes final decision.
- Ensures that actions and recommendations from earlier meetings have been satisfactorily addressed and closed, as appropriate.
- Validates all minutes and reports as being a true representation of what was decided.
- Assist with selection of members from business areas represented.
- Ensure compliance with the decisions of the DRT.
- Ensure that members and Chairperson have no conflict of interest and undue bias.

4.5.5 Secretariat

The secretariat shall:

- Ensure that the agenda, final "draft" minutes, and presentations for meetings are distributed to members at least five working days before the day of the meeting.
- Compile minutes of each meeting. If the secretariat is not available, then the chairperson shall delegate this responsibility to one of the attendees.
- Provide members with a summary of all actions and decisions in the form of an action and decision list register, within 10 working days of the meeting. Ensure that feedback is provided for the actions listed.
- Provide the project representative with an authorisation letter communicating the decision of the decision list register which shall be signed by the chairperson.
- Set dates for all meetings and get these approved by the chairperson.
- Set the agenda for all meetings and get these approved by the chairperson.

- Keep a record of the approved appointment letters of members, alternative members and chairpersons.
- Ensures that design review documents are submitted in time by the design disciplines.
- Maintain a roster of meeting attendees.
- Ensure that all PDE DRT documents are easily accessible to members of the committee.
- Prepare members appointment letters for Chairperson.

4.5.6 Authority

4.5.6.1 Delegation of Authority

The Committee exercises the powers as delegated to it by the TGC, as set out in these terms of reference.

The Committee, in carrying out its tasks under these terms of reference is authorised to:

- Approve designs for all power delivery related assets
- Establish other sub-committees as required to fulfil its roles and responsibilities, and approve their terms of reference.

4.5.6.2 Limitation of Authority

PDE DRT and sub-DRTs have no general financial or transactional authority, and will not be consulted in any procurement or supplier selection issues.

4.5.7 Meetings of the Committee

The DGC appointed representative shall be the Chairperson of the Committee. He/she may appoint any member, to act as the Chairperson of the Committee in his/her absence.

- Meetings of the committee will be held as frequently as the committee considers appropriate, however, it will normally meet at least once a month. In exceptional circumstances, an ad-hoc meeting or “round-robin” via email may be applicable to allow for the review of a project or urgent submission.
- The Chairperson or any member of the committee may call meetings of the committee.
- Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee.
- The meetings of the Committee may be held in person by telefax; telephone; or other form of long distance conference facility as circumstances might require, provided that the required quorum is met, as mentioned in section 8.7.1.
- The meetings dates will be aligned with investment committee dates. The sub-committees can schedule their meeting dates to be a week prior to the main DRT meeting. All costs associated with fulfilling the functions in terms of their appointment as a committee member, will be funded by the member’s business area. The costs of hosting meetings as well as any professional services costs shall be funded by the respective business units within Power Delivery.

4.5.7.1 Quorum

- The quorum for decisions of the committee shall be fifty percent of the principle members plus one
- If within 30 (thirty) minutes after the time appointed for a meeting to begin, the quorum is not present, the meeting shall be postponed to a date and time determined by the Chairperson.
- In the case of earlier quorum confirmations, the Chairperson would communicate the postponement of the meeting before the actual meeting date and time sitting.

- If, at the date and time appointed for a postponed meeting, a quorum is not present, the members of the committee present, in person or by electronic communication facility shall for purposes of that meeting be deemed to constitute a quorum.

4.5.7.2 Attendance

- If the Chairperson of the committee is absent from a meeting, any other member of the committee may act as Chairperson for that meeting, as agreed by those present, or as nominated by the Chairperson - and the meeting resolutions be shared with Chairperson for ratification.
- The Chairperson, at his/her discretion, may invite other TGC members to attend and be heard at meetings of the committee.

4.5.7.3 Minutes

At the meetings:

- Minutes of each meeting shall be taken by the secretariat. If the secretariat is not available, then the chairperson shall delegate this responsibility to one of the attendees.
- All material reviewed or presented at the meeting shall be appropriately identified in the minutes and attached to the minutes.
- Decisions and recommendations, including dissenting opinions and abstentions, shall be accurately recorded in the minutes. Unresolved matters will be referred to TGC.
- One principal member should move for the adoption of the minutes, which should be seconded by another principal member.
- Actions arising from any PDE DRT meeting shall be noted in the minutes along with the name of the responsible person and due date.
- The secretariat shall provide members with a summary of all action/decisions within 10 working days of the meeting.

4.5.7.4 Inclusion on the agenda

The PDE Integration Manager through the nominated Engineering Work Lead (EWL) is accountable to ensure that the integrated design is included on the agenda of the PDE DRT in order to be presented.

Where a project involves only one discipline, the discipline manager shall ensure that the design is included on the agenda of the PDE DRT or its sub-committee.

4.5.7.5 Information to be provided

The following type of information must be provided in the presentation, where applicable:

- Summary of planning requirements including the need and justification.
- Scope of the project.
- Design status (approvals by all subcommittees and date approved, and status of PDRA).
- Alternative design solutions considered.
- Justification of preferred solution (also demonstrate optimisation of the solution for cost effectiveness).
- Loading information, for strengthening
- Fault level impacts of new and existing plants.
- Condition information, for refurbishment.
- Design criteria.

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- Design parameters.
- Design rationale and assumptions.
- EIA and land acquisition considerations for the alternatives presented.
- Design conformance assessments (safety, constructability, procurement, maintainability, sustainability, reliability, availability, testability, expandability also and including inspection and commission capabilities.)
- Technologies employed in the design solution (e.g. lattice towers, monopoles, conductor sizing, bundles and scheme types).
- Specialised technical and environmental considerations and compliance such as:
 - Insulation/ clearances
 - Noise
 - EMF
 - Physical loading
 - Lightning
 - Earthing
 - Protection philosophy
- Demonstrate optimisation of the solution for cost effectiveness
- Reliability considerations.
- Constructability considerations.
- Maintainability considerations.
- Foundations and civil works.
- Environmental status and issues.
- Rights of way status and issues.
- Costs and schedule (including the options considered in the concept stage).
- Design and costing tool used.
- Risk identification and assessment and proposed mitigations.
- Risks related to costing (cone of uncertainty).
- Integration with other projects at the same locations e.g. refurbishment.

A maximum of 15 slides and 30min will be allocated for each project. Presentations must be prepared in the standard power-point template and be made available 5 working days before the meeting. To ensure consistency in approvals, the DRT Committee is responsible to ensure a standardised presentation format and template is developed and approved for use by the presenters.

4.5.7.6 Presenters

Design solutions shall be presented by the discipline engineer where the scope covers one discipline. For multi-disciplinary projects, the EWL, (PDE Integration Engineer or nominated design discipline engineer) supported by the relevant design team shall present the design solution.

4.5.7.7 Professional Status

All resources performing project design must be registered at the correct level of professional status to enable them to do the work.

Where designers are not professionally registered, all work undertaken by these resources shall be under the supervision of an appropriately delegated registered professional.

Only registered persons shall approve construction and "as-built" drawings and be responsible for the technical integrity of the design.

4.6 Process for monitoring

Not applicable.

4.7 Related/supporting documents

Not applicable.

5. Decisions

- A decision carried by the majority of members present at a meeting voting in favour of a decision shall be a decision of the committee. In the case of an equality of votes, the Chairperson shall have a second or casting vote.
- No official shall have a vote at meetings of the committee.
- The Chairperson may, at his/her discretion, refer any matter for a decision to TGC.
- In the case of round robin approvals, by means of a resolution in writing, all responding members must approve including through the medium of emails. The quorum requirements still apply. In the event that such approval is not unanimous, a special meeting can be convened to discuss the concern.
- Such a round robin approval shall be tabled at the next meeting for noting.
- All decisions taken at the design review meeting shall be recorded in the minutes. A decision may be that the design is either authorised, conditionally authorised, subject to fulfilling certain requirements or rejected.

If the design is conditionally approved, the reasons for the conditional approval should be stated, together with the conditions that should be fulfilled for the design to be fully approved. If the design is rejected, reason for the rejection will be detailed by the committee, together with recommendations.

All projects authorised at PDE DRT shall be subjected to mandatory governance (including a PDRA exercise if required) before they are submitted to the relevant investment committee for approval.

6. Record Keeping

All records generated by the committee shall be kept on the recommended document management system, which shall comply with the approved Eskom Documentation Management practises. The minutes shall be retained for a minimum period of ten years. In addition a summary table of decisions will be maintained by the secretariat.

7. Reporting

The chairman (or in his or her absence another member of the committee) may report back to TGC on matters discussed. Further, the following issues must be reported on a regular basis;

- Decisions taken by the committee.
- Any significant issues that have been identified.
- Report on the PDE activities.
- Provide an annual report to TGC on the work of the Committee and its effectiveness.

- Reporting to investment committees where required. Divisional investment committees must be provided with a copy of the minutes.

8. Code of Conduct for members

In order to ensure good ethical practice, the chairperson and members of the committee shall:

Always act in an ethical manner in accordance with Eskom's Code of Ethics.

Ensure that there is no conflict of interest, or declare their interest, in relation to any matter discussed by the committee.

Ensure the confidentiality of all matters discussed by the committee.

Make every effort to attend all DRT meetings.

Non-compliance with the code of conduct must be escalated to the functionally responsible manager of the member by the committee chairperson.

9. Self-Evaluation monitoring

The committee shall conduct self-evaluation of its performance and effectiveness at least once a year.

An evaluation report must be submitted to TGC for consideration.

10. Revisions

Date	Rev	Compiler	Remarks
Oct 2015	2	C Wolmarans	Second Addition. Some repetitive clauses in section 1 and 2 were removed. Section 2 was changed with regards to clarity for approval of Tx and Dx designs. Section 3.2 was changed – some of the principle members were made officials. Annexure A was removed.
Jan 2014	1	R Vajeth	First issue

11. Development team

This document was influenced by the following representatives:

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12. Acknowledgements

Not applicable.