	Scope of Work	Camden Power Station
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Title: **The Provision of Physical and Armed Security Services for a period of 60 months at Camden Power Station**

Document Identifier: **229-T2695**

Alternative Reference : **N/A**
Number:

Area of Applicability: **Camden Power Station**





Functional Area: **Security**

Revision: **1**

Total Pages: **13**

Next Review Date: **N/A**

Disclosure Classification: **Controlled Disclosure**

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1. Introduction

Camden Power Station is one of Eskom's State-owned entities and designated as a Nation Key Point / Critical Infrastructure in terms of the NKP Act and Critical Infrastructure Act is subjected to be safe guarded by physical security officers who have been trained in terms of the said NKP act, PSIRA, Firearm Act and SASSETA Act as well as Critical Infrastructure Act. This scope of work is for the purpose of outlining the services needed to protect Eskom Camden Power Station assets, personnel and the manner in which the operation should be conducted by a service supplier.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of the scope of work is to outline numbers of security officers needed for the services and to address the manner in which work should be carried out at Camden Power Station for the duration of the service or contract.

2.1.2 Applicability

This document is applicable to security department at Camden Power Station.

2.1.3 Effective date

This document is effective as of date of authorisation.

2.2 Normative/Informative References

2.2.1 Normative

N/A

2.2.2 Informative

- [1] National Key Point Act of 1980 / Critical Infrastructure Act No. 8 of 2019.
- [2] SASSETA Act of 1998
- [3] PSIRA Act No. 56 of 2001
- [4] Firearm Act No. 60 of 2000
- [5] OSH Act No. 85 of 1993

2.3 Definitions

N/A

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2.4 Abbreviations

Abbreviation	Explanation
CCTV	A system consisting of camera equipment, storage, monitoring and associated equipment for transmission and controlling purposes.
NKP Act	[1] National Key Point Act / Critical Infrastructure Act 8 of 2019
PSIRA	Private Security Industry Regulatory body.
SASSETA	Safety and Security Sector Education and training Authority Act of 1998
SOW	Scope of work
BOQ	Bill of quantities
FCA	Firearm Control Act
NDO	Normal Day Off

2.5 Roles and Responsibilities

- Security Department shall compile the scope of work for the provision of security services for a period of 60 months at Camden Power Station for sourcing of a Contract security.
- Security department / officials / Shift Supervisors shall use this document as a directive in how to deploy security officers at various post / critical plant and where there is a need for security to safeguard Eskom property at Camden Power Station on daily basis.

2.6 Process for Monitoring

- Security department will ensure compliance to this document.

2.7 Related/Supporting Documents

N/A

3. Scope of Work for Service

3.1 Security Services contract objectives

The objectives of security service contract at Camden Power Station are to:

1. Supply of Armed Security Services with a total number of **44** security officer plus **one** site manager for a period of 60 months at Camden Power Station.
2. Each shift must contain **22** staff members including shift supervisor with Code 10 drivers' licence, Grade "B" PSIRA and NKP qualifications.

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3. The security service provider is required 24 hours a day on a two-shift cycle i.e., 06:00 to 18:00 dayshift and 18:00 to 06:00 night shift.
4. Services must be 24/7 for the duration of the contract.
5. The Security service provider, herein referred to as the contractor, shall be expected to execute duties as mentioned in each security post and other areas not mentioned but deemed critical to the station performance.
6. Reduce losses at Eskom (Camden Power Station).
7. To render a quality service to Eskom (Camden Power Station).
8. Reduce crime and incidents of tampering with infrastructure to ensure availability of Eskom's assets and resources.
9. Comply with legislative requirement – protection of critical infrastructure and assets.
10. Improve safety and security conditions at Eskom Camden Power Station site through protection.
11. Improve staff morale, safety, and security whilst in the service of Eskom (Camden Power Station).
12. Improve public, shareholders, and investor confidence in Eskom (Camden Power Station).
13. Adhere and enforce compliance to personnel as per Eskom Camden Power Station security procedures and policies.
14. All contract security personnel including site manager must report direct to Eskom Shift Supervisor whilst on duty or shift.
- 15. Supply one LDV double cab bakkie for patrol purpose / site visit / attend to any emergency situations.**

3.2 Deployment of security officers at POST / Sites

Plant Name	Security Main Gate	Old Ash Dam	Coal Rail Terminal	Station / Critical Plant	CCTV Monitors Security Control room	Total
Number of security personnel on post	8x security officers per shift	2x security officers per shift	04x security officers per shift	6x security officers per shift	2x security CCTV monitors per shift	
Total	16	4	08	12	4	44

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3.3 Services required.

3.3.1 Personnel / security officer / vehicles / vehicle driver licence / ID Scanner machines / clocking point device / Firearms

The service requires trained security officer in terms of PSIRA Act, NKP Act and SASSETA Act to perform the following task:

- Patrolling, monitoring, safeguarding of affected critical and vulnerable plant and other random proactive patrols in and around targeted areas.
- Fully kitted uniformed security officers equipped with appropriate personal protective equipment (body armour, helmets, protective, etc.).
- Immediate deployment to crime or incident scenes.
- Intervention/ reaction to any life-threatening situation(s) on Eskom sites.
- Ability to mobilise and deploy Teams at short notice within reasonable and acceptable timeframes.
- Situational reports and a complete operational report - Daily briefings and debriefings on location (issuing of tasks).
- Video recordings of all incidents (events/situations) that require tactical response.
- Safeguarding of critical / vulnerable assets until the crime situation has stabilised.
- Attend to any public disorder situations relating to community protest in the vicinity of the Power Station.
- Assist to cordon off access to the Power Station to counter any protest actions in the vicinity of the Power Station.
- Assist Eskom in-house security to maintain public order during Eskom workers industrial actions.

3.3.2 Firearms

- Only Eskom approved firearms namely, **9mm pistols** and **12 bore shotguns** shall be allowed for usage in terms of this contract. Revolvers are specifically excluded for usage as per this contract.
- Armed Security officers must have the following in his/her possession whilst on duty: firearm competency certificates, ID card, PSIRA Card, daily firearm permit for the specific firearm in possession thereof.
- Security Company is responsible for providing firearms, ammunition, firearm safe and registers as per Firearm Act this includes issuing of firearm permit whilst on duty.
- Only company firearms licensed in the security service providers name may be utilised as per this contract.
- The contractor must ensure provision of equipment/facilities (bullet trap) for making firearms safe. A procedure for safe handling of firearms to be in place.
- Each armed security officer must be provided with one magazine filled with ammunition as indicated on the magazine. The service provider must ensure that Security officer's private firearms are not utilised for their business purposes, in terms of this contract.
- Firearms must comply with the firearm Control Act Requirements as indicated below:

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- Company's Firearm licence valid for 5 years (Mandatory)
- Appointment of the responsible person/Armoury manager (Mandatory).
- Firearm competency certificates of owner or appointed responsible person (Mandatory)
- Training records of owner or appointed responsible person for handle and use of firearms for business purposes – all prescribed firearms and Knowledge of Firearm Control Act (FCA) from a SASSETA accredited institution. (Mandatory).
- The company must have a firearm safe handling procedure. (Info required before contract commencement).
- Security guards to carry firearms must be trained in the use and handling of firearms for business purpose (Info required before contract commencement)
- Security guards to carry firearms must have SAPS competency certificate (Info required before contract commencement).

3.3.3 Allocation of firearms

Plant Name	Security Main Gate	Old Ash Dam	Coal Rail Terminal	Station / Critical Plant	CCTV Monitors Security Control room
Number of security personnel on post	8x security officers per shift With 8x 9mm pistol	2x security officers per shift With 2x shotguns / 12 bore pump action	04x security officers per shift With 4x shotguns / 12 bore pump action	6x security officers per shift With 6x shotguns / 12 bore pump action	2x security CCTV monitors per shift With 2x 9mm pistols
Total number of firearms required on site:	1. 9mm pistol = 10x (Ammunition 120 and more) 2. 12 Bore pump Action / shotguns = 12 (Ammunition 60 and more) 3. Total firearms: 22				

3.3.4 Security Officers Qualification Requirement (Grade A, C, B and Firearms competency as well as NKP Certificate)

- All Security officers must be registered with PSIRA, NKP secretariat at the required grades.
- Security officers must be in possession of their PSIRA and company I.D card at all times.

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- Security officers must be trained and have competencies to operate / use both 9mm pistol and 12 Bore shotgun / Pump Action.
- Security officers will be expected to sign a declaration of Secrecy before commencements of their duties in terms of this contract.
- Security officers shall be subjected to a criminal background - screening process (SAPS clearance certificate).
- Security officers should not have been convicted of any criminal offence and should disclose all pending criminal prosecutions against them. Non-disclosure of such will result in the officers' automatic removal from Eskom site or duties.
- Security officers should be able to read and write and express themselves well in English.
- Security officers should be trained on the Standard Operating Procedures (SOPs) relevant for their site of deployment and/or be made available for training by Eskom at no additional costs on any process or procedure necessary for them to perform their duties. Proof of training must be kept on file and availed to Eskom on request.
- No security officers are to be deployed in terms of this contract, before undergoing necessary Eskom induction, training, and assessments. Eskom reserves the right to remove such Officers that have not complied with this requirement from their sites or duties as per this contract at the cost to the contractor.

3.3.5 Training

All Security personnel deployed must be trained in terms of the various legislative requirements. (Private Security Industry Regulatory Authority (PSIRA), National Key Point (NKP), Firearm Control Act (FCA)). All Security personnel to comply with the continuation and refresher training in terms of the NKP and FCA. The supplier must ensure that his / her staff members are trained in terms of alcohol testing. Training certificate must be provided the Eskom contract manager.

NOTE: Security officers must attend a yearly regulation 79 firearm assessment and NKP Refresher Training. Proof of training must be submitted to Eskom Contract Supervisor.

3.3.6 Site Manager and Team Leader (Section Officer/ Shift Commander)

The service provider must supply one site manager with Grade "A" PSIRA qualification to manage security staff. All deployed guards must be supervised by a Security Officer who has a PSIRA Grade B accreditation. The supervisors must ensure that guards deployed at rural/ remote sites or areas with transport challenges are assisted to reach the sites. Smaller and remote sites will require a roaming Supervisor. Posting of guards is required to be done by the Supervisor in consultation with Eskom Shift Supervisor at all sites (the practice of "self-posting" is not permitted). All equipment must be tested during each and every shift change. All shifts must report to security parade at the beginning of each and every shift.

3.3.7 Communication

The service provider must ensure suitable continuous communication between operational control room and their deployed staff. Either one or more of the following mediums of communications shall be provided as per user requirements: hand-held radios, satellite radio, contracted cell phones, base radios and push to talk (PTT).

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3.3.8 Contingency plan

The service provider must have contingency plans in place for the following:

- Own Strike/Labour unrest amongst own staff.
- Shortage of Manpower due to e.g. absenteeism, sick leave annual leave.
- Equipment Failure e.g. Vehicle breakdown and Communication system.

3.3.9 The working times / Shifts

- Working times determined by PSIRA – 48 hours per week Shift workers and 45 hours per office hours.
- The security service is required 24 hours a day on a two-shift cycle i.e. 06:00 to 18:00 dayshift and 18:00 to 06:00 night shift.
- A signed off reviewed list of Security officers deployed in terms of this contract must be provided on monthly basis, within 5 days prior to the commencement of the new month.
- The contractor is responsible to ensure that every shift complement is at full strength before commencement of the shift.
- **Safe handling of firearms during shift changes must be adhered to at all times. The contractor must ensure that a procedure is put in place to that effect.**
- **Safes must be provided by the contractor for the safekeeping of firearms not in use.**
- The Security Officers will be expected to do a pre-job / daily risk assessment and safety talks before commencement of every shift.
- SABS approved safes must be provided by the contractor for the safe keeping of firearms not in use.
- Security officers are expected to do a pre-job / daily risk assessment and safety toolbox talks before work commencement of every shift.

3.3.10 Security Registers

- Eskom Camden Power Station will provide with the Occurrence books, Visitors and After-hours register on each post where security officers are deployed.
- Occurrence book to be correctly completed by Security officers and supervisors listing all occurrences and visits on site.
- Visitors register to be completed daily and filed on site for future reference and pages must be numbered. NB: no tear off of pages (Visitor register, OB Book and any form of document relating to security records)
- **Register must remain bonded, with no loose pages.**
- Accurate records of all occurrences / incidents are to be kept for a minimum of 12 months post the occurrence and should be made readily available to Eskom at any time.

3.3.11 Incident Reporting and Investigation

- All incidents and response to incidents must be handled according to the relevant SOPS and/or work instructions for each site.
- All incidents and response must immediately be reported to the Eskom control room.

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- The SAPS must be contacted immediately only for criminal incidents or suspected ongoing criminal activities.
- Weekly status reports are to be supplied by the service provider.
- The contractor is to ensure that all involved personnel are available for relevant court proceedings, incident investigations and assist Eskom and the SAPS in their investigations as and when required. If an employee of the contract has to attend court on his or her rest days (NDO), the service provider must reimburse the employee accordingly in terms of overtime, transportation and lunch.
The supplier must then claim this compensation from the employer and the following documents must be attached to the claim:
 - . **copy of the subpoena.**
 - . **meal receipt not exceeding R158.00.**
 - . **Cost of transportation (mileage from his / her resident to court and return)**
 - . **amount of hour at court.**
- All incidents (including incidents in terms of the Occupational Health and Safety Act), should be reported within 24 hours and a preliminary investigation report provided within 24 hours as well as a final Incident investigation report within Seven (7) days.

3.3.12 Documentation

The following documentation is to be supplied by the security service provider within two weeks before a Task order can be issued and commencement of the contract.

- List of all potential security officers intended to be deployed on Eskom sites in terms of this contract.
- Certified ID copies and PSIRA certificates of all security officers.
- **Certified copies of firearm competency certificates of the security officers.**
- **List of all firearms to be used and certified copies of the licenses.**
- **Certified copies of all Security officers' firearm competency certificates.**
- Certified copies of SASSETA training certificates for all armed Security officers.
- Criminal check records as proof that the Security officers have not been convicted of any criminal offence (SAPS security clearance).
- A list of all vehicles and maintenance records for vehicles to be used as per this contract.
- Driver risk profiles must be submitted for every driver as per this contractor.
- A compressive risk assessment and a site risk assessment report for all sites.
- Emergency Preparedness procedure with relevant contact details.
- Equipment list per site.
- Standard operating procedures per site to include the following but not limited to and should be approved by Eskom representative before application:
 - Wearing of uniform standard.
 - Communication procedure.
 - Shift changes.
 - Response process.

3.3.13 Safety Requirements

- All vehicles utilized to transport staff, must be fitted with SABS approved seatbelts.
- The Service provider is responsible to ensure that the security officers deployed at Ad-hoc sites have access to a shelter, water and sanitation.

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- All Security officers should receive a safety induction before they can be deployed on Eskom sites.
- Safety recommendations following an incident shall be implemented by all Security Service providers to prevent further reoccurrences at any of the Eskom site, as per allocated timeframes.
- Open fires, the use of bar heaters and hotplates as heaters at Eskom sites, is totally prohibited.
- Security officers should observe the provisions of the Criminal procedure Act and all relevant legislation regarding the use of reasonable force. Security officers should at all-time use reasonable force sufficient to bring the situation under control and such force shall cease as soon as the situation is brought under control. No deliberate assault on suspects will be condoned.
- All security officers will be subjected to alcohol test when reporting for duty and when suspicious.
- Security service supplier must adhere to all site safety requirements.
- The supplier must adhere / comply with all site safety requirements. Policies / procedures shall be made available to them.

3.3.14 Operational equipment requirements

- A list of equipment shall be fully specified as per sites requirements in the bill of quantities (BOQ). Eskom will provide specifications for mobile guard houses and facilities.
- Service providers must supply this on an “as and when” required basis.
- The specification will be determined per the task order. All vehicles must be quantified (BOQ). Eskom will provide specification for mobile guard house and facilities.

3.3.15 Salaries and Payment

Security companies shall pay security guard / officers at least the minimum wage specified on the Sectorial Determination, of the Private Security Sector, South Africa. Register all security guards with the Department of Labour: UIF, COID and provident fund.

3.3.16 Uniforms

- The contractor must comply with legislative requirement (PSIRA Regulation 13). Uniform items must be kept in clean, neat and good condition at all times.
- Uniform must be functional in terms of the environment where security staff are deployed.
- Bullet proof vests shall be worn as part of uniform by all security officers. Only Eskom shall indicate types of bullet proofs.
- The supplier must ensure that all the employees or work force have the relevant PPE for the Operation (i.e protective shields, bottom sticks, etc

3.3.17 Occurrence Book

- Service provider shall record duty on and off in the Occurrence Book.

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- Check for any reports of security interests from the person handing over and record this in the occurrence book for future reference.
- All patrols must be logged in the OB and cross reference the feedback as follows:
 - Book out and back from patrol.
 - Record all irregularities found during the patrol.
 - Record and specify times and places patrolled.
- Record all incidents reported to Protective Services.
- After shift completion, the supplier shall record a proper shift hand over to the next reliever and ensure that he/she notes all irregularities.
- The Supplier's Security Responsible (Supervisor) person shall record all visits to the premises in the occurrence book and place his/her signature next to entry.

3.3.18 Dress Code

All Suppliers' Security guards shall dress in full uniform when on duty and no private clothes will be permitted to be worn with their uniforms.

The supplier shall ensure that security guards uniforms are always neat and clean when on duty.

Reflective vests (bibs) will be worn with the uniform when required.

The supplier shall ensure that security guards are provided and wearing body armour vest with uniform at all time.

The supplier shall provide correct PPE to the security guards (firearms prescribed by Eskom, torches, panic buttons, handheld radios, rain suits, safety boots and hardhats prescribed by Eskom.)

3.3.19 Non-Performance

Schedule of Deficiency and Penalties.

No	Deficiency	Penalties
1	Security officer not posted on duty as agreed upon (short posting)	One shift cost deduction
2	Security officer intoxicated or under the influence of liquor or drugs	Permanent removals from Eskom site and contract.
3	Refusal by security officer to comply with lawful instruction.	Permanent removals from Eskom site and contract.
4	Sleeping on duty	One shift cost deduction
5	Desertion of post	One shift cost deduction
6	Negligent by security officer in the performance of their duties	Permanent removals from Eskom site and contract.

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7	Security officer late for duty	One shift cost deduction
8	Security officer without correct PPE, functional two-way radio and torch.	10% deduction of the total monthly site cost.

4 Acceptance

This document has been seen and accepted by:

Name	Designation
Ghia January	Security Manager
Meshack Seephe	Officer Security Operations

5 Revisions

Date	Rev.	Compiler	Reason for change
August 2024	1	Malose Mongatane	First original issue

6 Development Team

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

- King Maseko
- Meshack Seephe

7 Acknowledgements

- None

8. Appendix

None

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