



Provision of Gardening services at Transnet Port Terminals - Cape Town Terminals – Once off

Scope of Work:

Document reference number:

20252908 SOW Gardening Services CTT (once off) _REV001

Site:

Port of Cape Town

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1. Introduction

1.1. Executive Overview

Transnet Port Terminals (TPT) is responsible for the commercial handling services of sea- route freight across imports, exports and transshipments. TPT owns and operates two terminals in the Port of Cape Town which play a pivotal role in the regional economy. The terminals are used for facilitating the movement of containerized, bulk and break-bulk cargo to and from markets in Asia, Europe, the Americas, Australia and West and East Africa.

To fulfil its function, the terminal uses various facilities to house staff for management administration, support services and operations throughout the terminals. The terminal has various open-air spaces where weeds and invasive species are growing. Gardening services are required to control this growth and keep the open spaces in safe and working condition.

1.2. Objectives

The objective of this contract is to source a gardening service provider through a single Service provider capable of servicing TPT's requirements in the Cape Town Terminals. This includes all labor, supervision, transport, equipment, and consumables.

The selected Service provider will share in the mission and business objectives of TPT. These mutual goals will be met by meeting contract requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation, and open communications.

Specifically, TPT seeks to benefit from the partnership in the following ways:

- 2.2.1. Reduce the cost of acquisition and improve service benefits resulting from the Service Provider(s) streamlined service processes.
- 2.2.2. Achieve appropriate availability that meets user needs while reducing costs.
- 2.2.3. Proactive improvements from the Service provider concerning the provision of services and related processes.
- 2.2.4. End-users must be able to rely on the chosen Service Provider's personnel for service inquiries, recommendations, and substitutions.
- 2.2.5. Reduce costs by streamlining its acquisition of Services, including managed service processes on a consolidated basis.
- 2.2.6. Achieve appropriate availability that meets user needs while reducing costs for both TPT and the chosen Service Provider.

- 2.2.7. Receive proactive improvements from the Service provider with respect to the provision of Services and related processes.
- 2.2.8. Meet regulatory and statutory requirements in terms of Occupational Health and Safety.

In this spirit of partnership, TPT and the appointed Service provider will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow TPT to reach higher levels of quality, service, and profitability.

1.3. Terminology

For the purposes of this document, the following definitions shall apply:

Business Document

Means a document containing the following particulars: the company letterhead, company, or registration number.

Cleaning

The physical removal of dust, soil, and other debris.

Compliance

The Service provider must comply with all the obligations under the Contract he enters.

Contamination

The presence of germs and toxins on hands and or on surfaces such as clothes, gloves, bedding, surgical instruments, patient care equipment, dressings, or other inanimate objects.

Contract Manager

Transnet employee who is authorized to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the Service provider to ensure that the specification of the contract is met (with special emphasis on technical specifications, inspections of Safety, Health, Environment and Quality of work). A contract manager has the role of executing the plan to achieve the deliveries. This person receives all his authorizations from the project initiator and the stakeholders.

Contract Owner

The person who requires a specific product, goods, or services and who is responsible for providing the budget and approval.

Service Provider

An employer (organization) or a person performing any work has entered into a legally binding business agreement contract to supply a product or provide services to Transnet. This applies to Suppliers, Vendors, Consultant and Service Providers.

Service provider Execution Plan

A site, activity or project specific documented plan in accordance with the client's project requirements. The Service provider submitted a plan for approval prior to mobilization on site. The Service provider Execution Plan includes, inter alia: Safety, Health, Environment and Quality, Delivery plans etc.

Service provider Compliance File

A file or other record containing the information in writing required by Transnet.

NB: A file must be submitted for each discipline where applicable e.g. Safety, Health, Environment and Quality file etc.

Service Provider's Equipment:

Service Provider's equipment shall be stored only in areas designated by the Contract Manager. Equipment should be stored in a clean, orderly and safe condition.

Cross-contamination

Cross-contamination is the transfer of harmful germs and toxins from one person, object or place to another.

Disinfectant

A product that is used on surfaces or medical equipment/devices to remove grease, germs and toxins. Some products combine a cleaner with a disinfectant.

Disinfection

The killing of germs and toxins. Surfaces and equipment must be cleaned first before applying disinfectant to kill germs.

Employer

Transnet Port Terminals – Cape Town.

Fixed Cost Contract

A contract where the Service provider pays for all the material and labor needed for the execution of works.

Furniture moving

When necessary for the Service provider to move furniture and furnishings, it will be done with care and furniture returned to its original positions.

Defects liability period

The defects liability period is the period during which The Service provider is liable for any defects that are not part of normal “wear and tear”. Normally 12 months.

Fall protection plan

A documented plan, which includes and provides for- (a) all risks relating to working from a fall risk position, considering the nature of work undertaken; (b) the procedures and methods to be applied in order to eliminate the risk of falling; and (c) a rescue plan and procedures;

Maintenance

The checking, servicing, repairing or replacing of necessary devices or components of infrastructure or equipment to ensure readiness operation or use over the utilization stage of a system lifecycle.

Non-Conformity

A deficiency in characteristic, documentation or procedure which renders the quality of an item, work or service unacceptable or indeterminate in accordance with specified requirements.

Level of care

The Service provider shall always exercise due care to ensure that cleaning products and practices do not cause damage to the finish, furnishings, or fixtures, employees' health. Service provider shall restore to good condition any items damaged from lack of due care by Service provider employees.

Permit Issuer

The operations shift manager will be responsible for the issuing of permits.

Permit to Work

A written document indicating the equipment to work on, the potential hazards, how and where these hazards were negated, signatures indicating that equipment is safe and the names of all the people working on the equipment.

Responsible Supervisor

The Operations and Maintenance Supervisor who has been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

Risk Assessment

A risk assessment in this procedure means the process where all risks associated with the contract and its execution identified, mitigated and managed.

Specifications

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product or service must comply with this includes various models, drawings and documents. It noted that the specification might even comprise of a multitude of different elements.

Statutory maintenance

Regulated maintenance is carried out on assets to meet regulatory requirements and statutes.

Warrants /guarantee

Guaranteeing of work for a period requested by TPT of no less than 12 months.

1.4. Abbreviations

COC	Certificate of Compliance
CPT	Cape Town
CTCT	Cape Town Container Terminal
CTMPT	Cape Town Multi-Purpose Terminal
ETA	Estimated time of arrival.
ETC	Estimate time of completion.
IMS	Integrated Management System
ISO	International Organization for Standardization
NCR	Non-conformance Report
NOSA	National Occupational Safety Association
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
QMS	Quality Management System
RFQ	Request For Quotation
SANS	South African National Standards
SCM	Supply Chain Management
SHEQ	Safety, Health, Environmental, and Quality
SOP	Standard Operating Procedure
TPT	Transnet Port Terminals
SABS	South African Bureau of Standards
BBBEEE	Broad Based Black Economic Empowerment
CEP	Service provider Execution Plan
DTI	Department of Trade and Industry
HSSP	Health and Safety Surveillance Plan
HVAC	Heating, Ventilation and Air-Conditioning
QA	Quality Assurance
SES	Standard Environmental Specification
TNPA	Transnet National Ports Authority

2. Scope of Requirements

2.1. Outputs:

- 2.1.1. Removal of invasive alien plant species as per requirements of Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1983)
- 2.1.2. Removal of weeds and plants in and around the boundary of the Terminals manually (by hand using spades and other equipments) and spraying of herbicides-. All herbicides to be used must be submitted for approval. (Including Pavement cracks, Driveway gaps, between bricks, Holes in the floor, Spaces between concrete, Rooftop gutters, and more) (Removal refers to complete removal of weed/plant, including roots and dispose off-site)
- 2.1.3. Maintain landscaping of the Terminals, maintain grass and trees
(Includes pruning, cutting, trimming and other landscaping activities)
- 2.1.4. General upkeep of gardens and premises, including collection of the following daily, in and around the boundary of the terminals:
 - Windblown Waste
 - General Litter
 - Garden waste
- 2.1.5. In cases where the designated waste skips are full, the gardening refuse must still be collected and removed from the premises by the service provider at their cost, and they must ensure that no accumulation or obstruction occurs on-site
- 2.1.6. Clean and remove dirt from storm water drains (Includes waste, papers and all debris)
- 2.1.7. Garden waste will be removed by the Service provider at his costs and disposal certificates will have to be submitted to the SHEQ department
- 2.1.8. Sweep pavements and walkways
- 2.1.9. Remove debris and sand from all paved areas
- 2.1.10. GRASS CUTTING: The Service provider shall maintain the height of grass between 4 and 6 centimeters. The Service provider is responsible for all equipment and fuels needed to complete this task. The service provider shall cut all the unwanted growing trees
- 2.1.11. EDGING: The Service provider shall edge all sidewalks, driveways, and curbs each time the adjacent grass is cut.
- 2.1.12. TRIMMING: The Service provider shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles, and structures, so that grass height does not exceed the height of the adjacent grass. The service provider must also trim the growing tree on pot plants inside the building i.e. on Passages or walkways and
- 2.1.13. WEEDING: The Service provider shall clean the grounds and gardens on a continuous basis

to prevent the growth of weeds into landscapes. The Service provider may use weed-killing environmentally friendly chemicals to prevent the growth of weeds to eliminate grass and weeds in the cracks and joints within or along sidewalks and curbs. Only authorized and competent people will be allowed to use chemicals for weed control.

- 2.1.14. PRUNING: The Service provider shall maintain trees, shrubs, hedges, bushes, vines, ground cover and flowers. The Service provider shall prepare a written schedule, as part of the Grounds Maintenance Plan, showing the method, frequencies, and dates of pruning. The Service provider shall prune all shrubs, vines, bushes, ground cover, and trees to: Direct and encourage plant growth in directions desired, remove dead and unsightly growth, maintain a neat and attractive appearance.
- 2.1.15. REMOVAL OF DEBRIS: The Service provider shall remove foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, items laying around and any other waste from the maintained areas including walkways, along the fence, stairways and curbs within or adjacent to the area. The Service provider shall remove all debris and equipment from the work site before the end of each workday. Debris removal shall prevent unsightly accumulation.
- 2.1.16. The service provider is to further ensure that all buildings, garages, parking areas and facility perimeters are kept in good clean condition.
- 2.1.17. **The service provider will provide all Labour, equipment, tools and material necessary for normal outside and inside areas maintenance.**

2.2.Areas to be covered (See attached drawings):

- 2.2.1. Cape Town Container Terminal (CTCT):
Paved areas = 568 769m m²
None paved areas = 42 118m²
Fence line = 10 324m
- 2.2.2. Cape Town Multi-Purpose Terminal (CTMPT):
Paved areas = 125 353m²
None paved areas = 8 930m²
Fence line = 2 291m

2.3. Minimum requirements from Service Provider:

2.3.1. Employees should have valid South African identity documents

2.3.2. Employees should have undergone training on the following:

- Management, identification and removal of invasive alien plant species
- Management and use of herbicides
- Waste management (identification of waste streams and recyclable waste)
- Duties of the employees as per section 14 of Occupational Health and Safety Act 85 of 1993

2.3.3. Comply with TPT SHEQ Service provider Specification

2.3.4. SHE files with the following information:

- Safety, Health and Environmental Organogram
- Legislated appointments (roles and responsibilities)
- Company SHE Policy
- Risk Assessments of activities to be conducted
- Procedures of activities to be conducted
- Valid medical certificates of employees
- Valid Letter of Good Standing from Compensation commissioner
- List of equipment/tools to be used
- Personal Protective Equipment issue register
- List of herbicides to be used (together with Material Safety Data Sheets)

2.3.5. Vehicle(s) used on this contract to be licensed, registered and roadworthy

2.3.6. Weekly supervision will be provided by the Service Provider

2.3.7. The service provider has submitted an organizational structure indicating management, supervision and proposed personnel

2.3.8. Registration with Department of Agriculture as per requirements of Fertilizers, Farm Feeds Agricultural Remedies and Stock Remedies Act, 1947 (Act No 36 of 1947)

2.3.9. Herbicides should be registered with the Department of Agriculture

2.3.10. Have suitable industrial grass-cutting and tree-pruning equipment

2.4. Equipment required:

- 2.4.1. The SERVICE PROVIDER shall supply all the required equipment to provide gardening services as per the industry standards and the standards captured in this document. All equipment must be included in the bidder's price.
- 2.4.2. Below is a list of the minimum required equipment to execute this scope: (This is only an indication; the bidder can use other equipment if the result is a higher standard than the listed equipment. This must be approved by the TPT representative)
- 2.4.3. All frequency of gardening services must be adhered to, no excuses will be accepted if one equipment is used on one activity, and another is standing due to equipment shortages:
- Industrial weed eater (Trimmer)
 - Spades
 - Forks
 - Pruning equipment (Mechanical)
 - Pruner (Manual)
 - Weed remover
 - Rakes
 - Wheelbarrow
 - Leaf blower
 - Lopper
 - Cultivator

2.5. Herbicides and consumables

- 2.5.1. The SERVICE PROVIDER shall supply all the required gardening services consumables to provide gardening services as per the industry standards and the standards captured in this document.
- The Service provider should have all required safety signs in place when conducting gardening services

2.6. SAFE WORKING

- 2.7.1. All aspects of the work must be in accordance with the Occupational Health and Safety (OHS) Act 85 of 1993, National Environmental Management Act No. 107 of 1998, especially with regard to the use of potentially hazardous chemical cleaning and the OHS Act's requirements relating to the use of such chemicals. Where applicable the Service provide rand his / her workmen will be expected to comply with all safe working procedures of TPT
- 2.7.2. All chemicals used shall be in accordance with the relevant SABS specifications. The tender shall include details of the proposed chemicals to be used together with a material data sheet for each chemical to be used. All containers used for chemicals and detergents must be clearly marked indicating their contents. The Service provider shall not use or store any poisonous or highly flammable substances and other chemicals on the premises.

2.7. SITE INSPECTION

- 2.8.1. TENDERERS shall visit the various sites and facilities and acquaint themselves with the nature of the work, the conditions under which it is to be executed, the means of access to the areas for gardening services, any limitations or restrictions that may have been imposed by TPT, and in general with all matters that may influence or affect the contract and they shall be deemed to have allowed in their tenders for any additional costs involved due to the foregoing as no claims for any extras in connection with the nature or position of the WORKS will be entertained. A site inspection will follow the non-compulsory site briefing, and the tenderers will be accompanied by the Facilities Manager and or a nominated TPT employee.

2.8.SAFETY DATA SHEETS

- 2.9.1. Prior to starting, the Service provider must provide Safety Data Sheets (SDS) for all chemical products to be used on site.

2.9.Management meetings

- 2.10.1. Regular meetings of a general nature may be convened and chaired by the Service Manager. These meetings require attendance by the Employer delegates and the Service provider representative. Meetings of a specialist nature may be arranged as specified elsewhere in this Service Information or if not so specified by people and at times and locations to suit the Parties, the nature and the progress of the works. Records of these meetings are to be submitted to the Service Manager by the person convening the meeting within five days of the meeting.
- 2.10.2. To ensure that the Employer can notify parties affected by the activities, the following people must be notified 3 days before any activities on the site is commenced with. Work in progress shall be communicated regularly with these people regarding timelines, deviations and defects.
- Service Manager
 - Supervisor
- 2.10.3. All meetings are to be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register are not to be used for the purpose of confirming actions or instructions under the contract as these are to be done separately by the person identified in the conditions of contract to carry out such actions or instructions.

2.10. Transportation

- 2.11.1. The service provider will need to supply adequate (enclosed with provision of a seat belt for each of the occupants) transportation for his personnel to transport them to and from the various area(s) when required. Full-time transport will be required between the 2 terminals.
- 2.11.2. Service provider provides proof of the vehicle, (copy of vehicle registration or lease agreement), with Tender submission.
- 2.11.3. The Service provider submits a copy of the valid driver's license, of the designated driver, at of contract award.
- 2.11.4. A dedicated vehicle for transport must be available for each shift. Staff will need to be transported through the vast space of CTCT and CTMPT and there for requirement full-time transport at the Terminal.

3. People Management

3.1. Site and Functional Office Requirements

- 3.1.1 The Service provider is required to have a functional office within 50 km of the terminal to which the service will be rendered. TPT reserves the right to call for proof hereof and will not commence the contract before the Service provider submits such proof.
- 3.1.2 TPT reserves the right to inspect the premises and request changes where necessary.

3.2. Personnel deployed to TPT.

- 3.2.1 The Service provider shall ensure that it has an adequate number of personnel as required for the scope of requirements for the Port of Cape Town.
- 3.2.2 The deployed personnel must be formally employed by the Service provider and employment contracts must conform to the applicable South African Legislation.
- 3.2.3 TPT reserves the right to request and review the relevant documentation required as proof of Scope of Work compliance where necessary.
- 3.2.4 Personnel must be suitably trained to provide an efficient service to execute their duties within the operational areas that they are located in.
- 3.2.5 Personnel must be familiar with all the referenced procedures and systems within the Terminal.
- 3.2.6 Work must be assigned to ensure that personnel can cope with the demand of the services required.
- 3.2.7 All employees deployed by the Service provider to TPT, including supervisor and managers, must be South African Citizens with a South African ID. The Service provider is required to prepare a database/spreadsheet reflecting the name and surname of the employees who will be deployed to TPT, a certified copy of the identity.

- 3.2.8 document of each employee member as well as the proposed positions for this contract.
- 3.2.9 The Service provider is required to perform vetting of all persons in their employment before considering deployment at TPT. All employees must have clear criminal records, have sober habits, and be medically fit. Supporting documents to be provided include a valid police clearance certificate and valid medical certificate for each employee deployed to TPT (see section).
- 3.2.10 The documents referred to in clause 3.2.7 and 3.2.8 above will not be used for evaluation purposes but must be submitted prior to the commencement of the contract.
- 3.2.11 The costs associated in obtaining the certificates referred to in clause 3.2.7 and 3.2.8 above shall be for the successful Service Provider's account.

3.3.Replacement of employees

- 3.4.1 TPT reserves the right to request that the Service provider replace any employees found to be unsuitable, due to, but not limited to the following:
- a. Poor job performance.
 - b. Lack of adherence to the Code of Conduct.
 - c. Poor Hygiene and.
 - d. Unsafe practices.

3.4. Supervision and Attendance

- 3.5.1. The Service Provider shall be required to provide an on-site Supervisor for both terminals who shall be always available.
- 3.5.2. The Service provider shall ensure that its personnel receive a duty roster identifying the task list per area/department. A task list must be signed off weekly by the Service Provider's supervisors to ensure that all work was performed, as required by TPT.
- 3.5.3. Duty Rosters shall be required to be approved by TPT Facility Manager or any other person assigned by TPT.
- 3.5.4. TPT has the right to review all registers/logbooks should any discrepancies/query arise.
- 3.5.5. The Service provider shall be fully responsible to TPT for acts and omissions of its employees, which are to be always kept under strict supervision.
- 3.5.6. The Service provider shall not sub-contract any work without the prior written consent from TPT.

3.5. Documentation on trained staff

- 3.6.1 The Service provider provides supporting documentation indicating skills as per technical evaluation
- 3.7.1 Supervision will be provided by the Service Provider.

3.6. Working at heights above 2.4m

- 3.8.1 The Service provider shall ensure the following:
 - a. Staff are fully equipped.
 - b. Staff trained and supervised as per legislative requirements, particularly in respect to regulations about working at heights.

3.7. Uniforms, identification and PPE

- 3.9.1 The Service provider shall provide all employees with a uniform referencing the company's name and/or logo so that maintenance employees may be easily identified.
- 3.9.2 The Service provider shall provide each employee with clear identification in the form of a card with:
 - a) Employee name and photograph
 - b) Company name and logo
- 3.9.3 It is mandatory to always wear staff identification.

3.9.4 All staff must be furnished with full PPE below: **(NO TPT PPE will be worn by SP's staff, these will be confiscated)**

- a) Two-piece Overalls
- b) Dusk/Respiratory Mask
- c) Reflective Jacket
- d) Safety gloves and latex gloves
- e) Raincoat
- f) Safety goggles
- g) Safety Boots – only ankle-high safety boots
- h) Hearing protection
- i) Hard hat/Helmet
- j) Respirator (MPT)

3.8. Transport

- 3.10.1 The Service providers responsible for the provision of transport of staff to and the specific places of work, which may change throughout the day. No walking is allowed within the Cape Town Terminals operational area
- 3.10.2 The cost of transportation shall be for the Service Provider's own account.
- 3.10.3 The Service Provider's transport must be road-worthy, safe and reliable.
- 3.10.4 The Service Provider's transport must comply with the minimum requirements as prescribed in the Road Traffic Act.
- 3.10.5 The Service Provider's transport must be operated by drivers who possess a South African's valid Professional Driver's License with a Permit (PDPs).
- 3.10.6 The Service provider is not permitted to transport people in or on the back of light commercial vehicles such as vans or bakkies.
- 3.10.7 The Service Provider's vehicle must be fitted with an orange strobe light when entering operational areas.
- 3.10.8 Service provider is not allowed to transport chemicals with staff in one vehicle.
- 3.10.9 It is the Service Provider's responsibility to ensure that each vehicle is furnished with an up-to-date access permit to the Cape Town Terminals. Special arrangements for new permits will be required for vehicle substitutions as-and-when-required.

3.9. Other site requirements

- 3.11 The Service provider must ensure compliance with TPT's Security and emergency policies, procedures, and regulations.
- 3.12 There shall be zero tolerance of any form of substance abuse i.e. alcohol, drugs etc. The Service provider and/or its employees shall be required to submit to random drug and alcohol testing.
- 3.13 The Service provider is required to obtain a port access permit from TNPA for the contract duration for all staff, the cost of which is borne by the Service Provider

4. Safety, Health, Environment and Quality

4.1 General

- 5.1.1. For the duration of the work, the Service provider will be responsible for the fulfillment of the OHS Act and all relevant legislations on the premises on which the work is taking place. All incidents that occur on the premises are to be reported to the local Department of Labor.
- 5.1.2. The Service provider must ensure compliance with all other Legislation that impacts the industry, particularly The Basic Conditions of Employment Act (no 75 of 1997), the Compensation for Occupational Injuries & Disease Act (no 130 of 1993), and the Labour Relations Act (66 of 1995).

4.2 Safety, Health, Environment and Quality Requirements

- 5.2.1. The Service provider complies with Transnet safety requirements to the satisfaction of the Employer.
- a) The Service provider prepares a project safety file according to the requirements of TRN-IMS-GRP-TMP-014.2. Service provider Compliance File Assessment Checklist Approval of this file is a requirement before work can commence.
 - b) A Site Access Certificate can only be obtained by the Service provider once the SHEQ Department has approved the safety plan and documentation.
- 5.2.2. The Service complies with TPT standards and Operating Procedures.
- 5.2.3. The Service provider works and co-operates with the TPT SHEQ department.
- 5.2.4. The Service provider shall comply with all applicable safety laws and regulations including all instructions received from TPT Management and TPT Supervisory Employees (including the SHEQ Department);
- 5.2.5. The Service provider shall comply with the terminal Safety, Health, Environment and Quality Standard Operating Procedures (SOP) as required by the TPT (SHEQ) requirements.
- 5.2.6. The Service provider employees shall be required to undergo TPT's safety induction training program before commencing work on the TPT site.
- 5.2.7. The Service provider must provide safety training, and hazardous chemical substance training, also before commencement of work on the TPT site. The frequency of such training or similar training will be determined by TPT.
- 5.2.8. The Service provider must ensure compliance with TPT's Security and emergency policies, procedures, and regulations.
- 5.2.9. There shall be zero tolerance for any form of substance abuse i.e. alcohol, drugs, etc. The Service provider and/or its employees shall be required to submit to random drug and alcohol testing.
- 5.2.10. The Service provider shall ensure that its employees present on the TPT site are furnished with (at its own cost) and wear safety clothing or personal protective equipment (E.g. reflective jackets, safety boots, hard hats, etc.), clothing as well as identity tags at an acceptable standard.

4.3 Regulatory and statutory framework, legal compliances, procedures, and reference documents

5.3.1. The Service provider shall comply with the relevant TPT Standard Operating Procedures which are summarized in Table 5-1.

Table 5-1: Applicable procedures and or standards

Applicable Legislation and/or procedures of compliance	Description
TPT SHEQ RS STD 001	SOP: Safety Health Environment and Quality Standard
TRN-IMS-GRP-GDL-014.2	Service provider Safety, Health and Environmental Management Specification Guidelines
TPT SEC Pro 001	Standard Operating Procedure: Access Control
TPT SEC Pro 003	Standard Operating Procedure: Issuing Security AccessPermits
TRN-IMS-GRP-TMP-014.2	Service provider Compliance File Assessment Checklist

4.4 Service provider Compliance File

- 5.4.1. The Service provider prepares contract safety files according to the requirements of TRN-IMS-GRP-TMP-014.2. Approval of this file is a requirement before work can commence.
- 5.4.2. A Site Access Certificate can only be obtained by the Service provider once the respective SHEQ Departments have approved the safety plan and documentation.
In addition to the above, the following files must also be included:
 - 5.4.3. Waste Management
 - 5.4.4. PPE training plan
 - 5.4.5. Standard Operating Procedures for air condition maintenance and repairs
 - 5.4.6. Chemical Handling SOP and Procedures
 - 5.4.7. Competency Certificates
 - 5.4.8. Occupational Medical Practitioner Medicals
 - 5.4.9. IOD Procedure
 - 5.4.10. Working at Heights Procedure
 - 5.4.11. Risk Assessment Training
 - 5.4.12. MSDS of all chemicals used and supplied.
 - 5.4.13. All equipment to be used SOP and training.
 - 5.4.14. All equipment conformity certification
 - 5.4.15. All equipment declarations by the security department

5. Site Information

6.1. Employer's Site entry and security control, permits, and Site Regulations

- 6.1.1. Access to the Works will be via existing port roads (Container Road and Duncan Road) in the Port of Cape Town.
- 6.1.2. The Port of Cape Town is security-regulated in terms of the ISPS Maritime Security Regulations of 2004.
 - a. The Service Provider's employees produce their identification cards at the main entrance gate.
 - b. All vehicles, persons, and goods may be subject to a search.
 - c. Admission to the port is subject to random breathalyzer testing. No alcohol is permitted on site and Transnet property.
- 6.1.3. Visitors must sign in at the main entrance gate to gain access to the Port. Should the Service provider prefer to gain access by electronic card, such access permits may be obtained from Transnet National Ports Authority.
- 6.1.4. All personnel entering general and operational areas under the jurisdiction of the Employer in the Port of Cape Town must undergo safety induction, which is available hourly between 10:00 and 14:00 every day at the TPT Administration Building.
 - a. Induction slips are mandatory to carry on site and are renewed yearly. The slips are to be submitted as part of the safety file.
 - b. The Service provider must obtain a permit for persons and vehicles entering the terminal from the TPT Permit Office for the duration of the work (including third-party delivery vehicles). Due to the Port operating at ISPS level 2 (a heightened level of security), the security permit will be issued for a maximum uninterrupted period of up to 1 month. Timely renewal of permits will be the responsibility of the Service Provider
 - c. The Service provider provides all personnel (including delivery personnel) with
 - d. the required PPE. The minimum safety requirement access to operational zones includes steel-toe boots, a hard-hat and a high-visibility vest. Additional equipment including but not limited to ear-, hand and face-protecting PPE may be required for the Works. All vehicles (including delivery vehicles) are required to use orange strobe lights.

- e. The Service provider complies with the safety rules as indicated during the safety induction and as indicated on signage on any TPT site entered.
 - f. Access to the Works will be via existing port roads (Container Road and Duncan Road) in the Port of Cape Town. Due allowance must be made for any potential delays arising from vehicular congestion due to the large number of trucks that use Container and Duncan Road.
- 6.1.5. The Service provider complies with the following of the Employer:
- a. Procedure: Access Control (TPT Sec Pro 001); and
 - b. Procedure: Issuing Security Access Permits (TPT Sec Pro 003).
- 6.1.6. Restrictions to access on Site, roads, walkways and barricades
- a. The Service Provider, their agents, employees, and Sub-Service Providers are not allowed in operational, stacking or quayside space.
 - b. Breaches will be seen in a very serious light.
- 6.1.7. People restrictions on Site; hours of work, conduct and records:
- a. The terminal operates on a 24-hour basis and work can be scheduled during and after normal working hours, subject to arrangements with the Project Manager.
 - b. Facilities may remain in partial use for the duration of the Works. The Service provider accounts for this complication and introduces measures to restrict site access to prevent accidents, interference, or property damage.
- 6.1.8. Cooperating with and obtaining acceptance of others
- a. The Service provider performs the work and co-operates with the Employer.
 - b. Where the Service Provider's work may affect or interfere with the activities of the Employer or Others, it is important that interfaces concerning physical location and timing are agreed to by all parties and shown on the Service Provider's plan.
- 6.1.9. Service Provider's Equipment
- a. The Service provider must always provide and keep records of their equipment with serial numbers on persons. The Employee may perform random checks to verify ownership. Removal of Transnet assets or material requires a release note that is signed and stamped by the Supervisor.

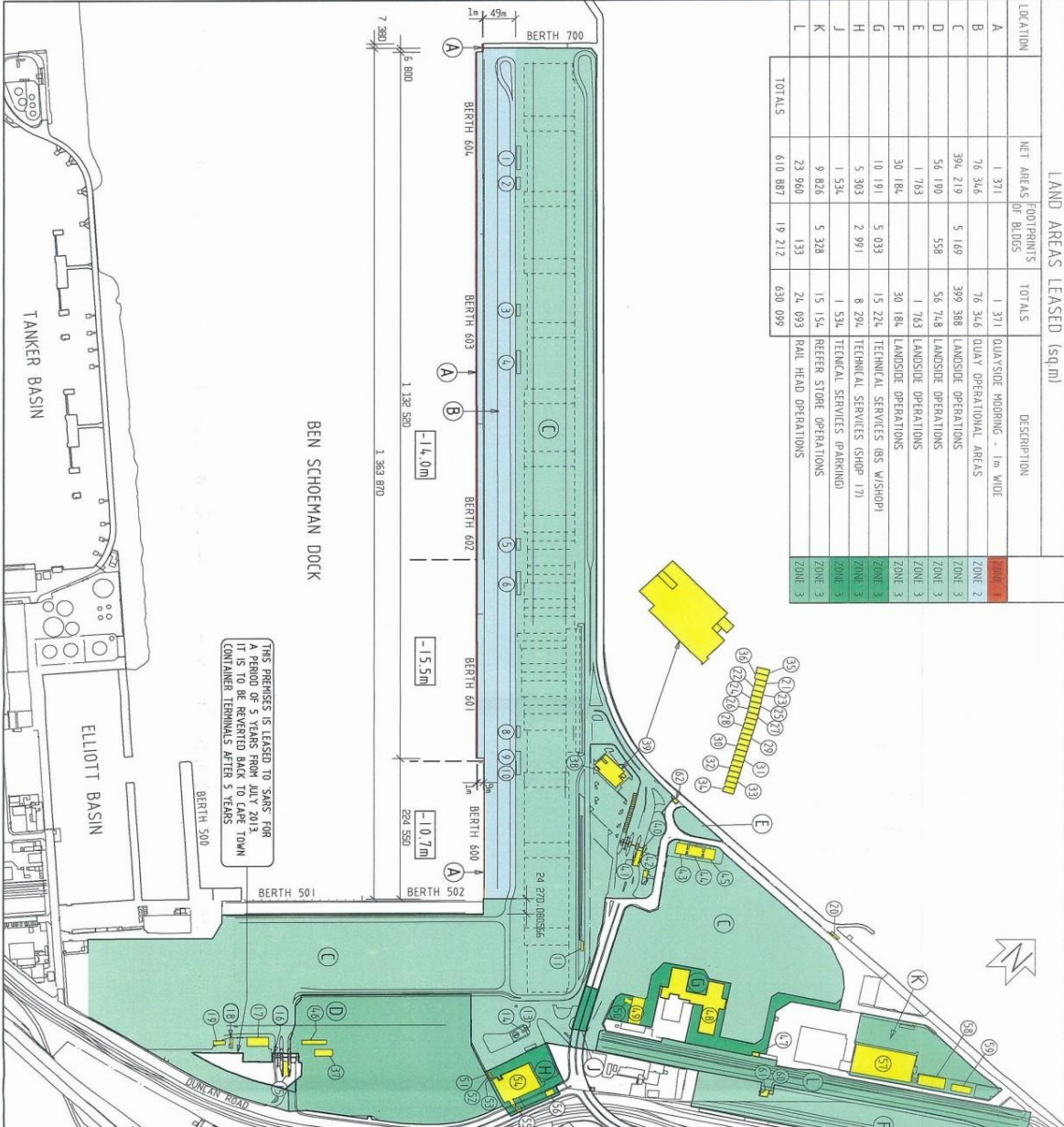
6.2. Cape Town Terminals

- 6.2.1. The general operating and typical site conditions for the Cape Town Terminals are described in Table 6-2 below.
- 6.2.2. The facilities are in the general and operational space in the Cape Town Container and Multi-Purpose Terminals, Port of Cape Town.

Table 6-1: General Operating and Typical Site Conditions

Air pollution:	Heavy saline, dust-laden, and fumes
Altitude:	Approximately 5 masl
Ambient temperatures:	5 – 45 °C
Corrosive atmosphere:	Severe
Mandatory PPE	Hard hat, safety boots, overalls
CTMPT	Drawing no. TBH 106 A5-2250 sh1 Duncan Dock Premises Leased to Transnet Port Terminals; Use for bulk, break-bulk and container logistics
CTCT	Drawing no. TBH 106 A5-2089 sh1 Container Terminal Premises Leased to Transnet Port Terminals; Used for container logistics
Relative humidity:	Up to 100%
The speed limit inside Port	30km/hour
Weather	Weather-related deviations may apply and must be communicated with the Employer whereby risk assessments per task must be updated for risk mitigation e.g. wind, rain etc.

- 6.2.3. Table 6-3 shows a list of permanent buildings and structures on site with a reference number that is linked to the relevant drawing.
- 6.2.4. It should be noted that there are temporary buildings (a.k.a. “park homes” and “ski-cabins”) located within the site boundaries that are included but not necessarily listed.



PREMISES LEASED:
ERF No. 148405
LAND ASSET No. CTX2938C

PORT OF CAPE TOWN AGREEMENT PLAN

**CONTAINER TERMINAL
PREMISES LEASED TO
TPT (CONTAINER TERMINAL).**

AREA = SEE SUMMARY

PORT ENGINEER 18/09/2014	LESSEE DATE	TRANSNET SOC LIMITED Co Reg No 90/009001/30 DATE
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TRANSNET national ports authority

No TBH 106
A8-2250 sh 1

SCALE 1:6000 AMENDMENT 8
FILE HPM 2/06/30/15/12
DRAWN D.J.K. CHECKED

- ANNEXURE A
- AMEND. 2013/01/11: AREA OF PREMISES LEASED TO 'SARS' INCREASED.
 - AMEND. 2013/06/05: BERTH 604 EXT ADDED AND PREMISES LEASED TO 'SARS' OMITTED
 - AMEND. 2013/09/21: BLDG'S 16, 17, 18 & 19 SHOWN AS INCLUDED IN LEASED AREA.
 - AMEND. 2013/04/20: TOTAL AREA DECREASED BY 9 876 SQ.M. DUE TO EXCLUSION OF BERTH 501 & 502 QUAY OPERATIONAL & HOORING AREAS
 - AMEND. 2011/10/28: TOTAL AREA INCREASED BY 22 213 SQ.M. DUE TO EXPANSIONS BERTH WIDENING & OLD SAED AREA.
 - AMEND. 2009/10/18: TOTAL AREA INCREASED BY 51571 SQ.M. DUE TO EXPANSIONS AREAS RENUMBERED.
 - AMEND. 2004/03/06: AREA J INCREASED. TOTAL AREA INCREASED BY 17303 SQ.M.
 - AMEND. 2003/11/21: AREA C & D OMITTED & AREA E INCREASED. TOTAL AREA DECREASED BY 9488 SQ.M.

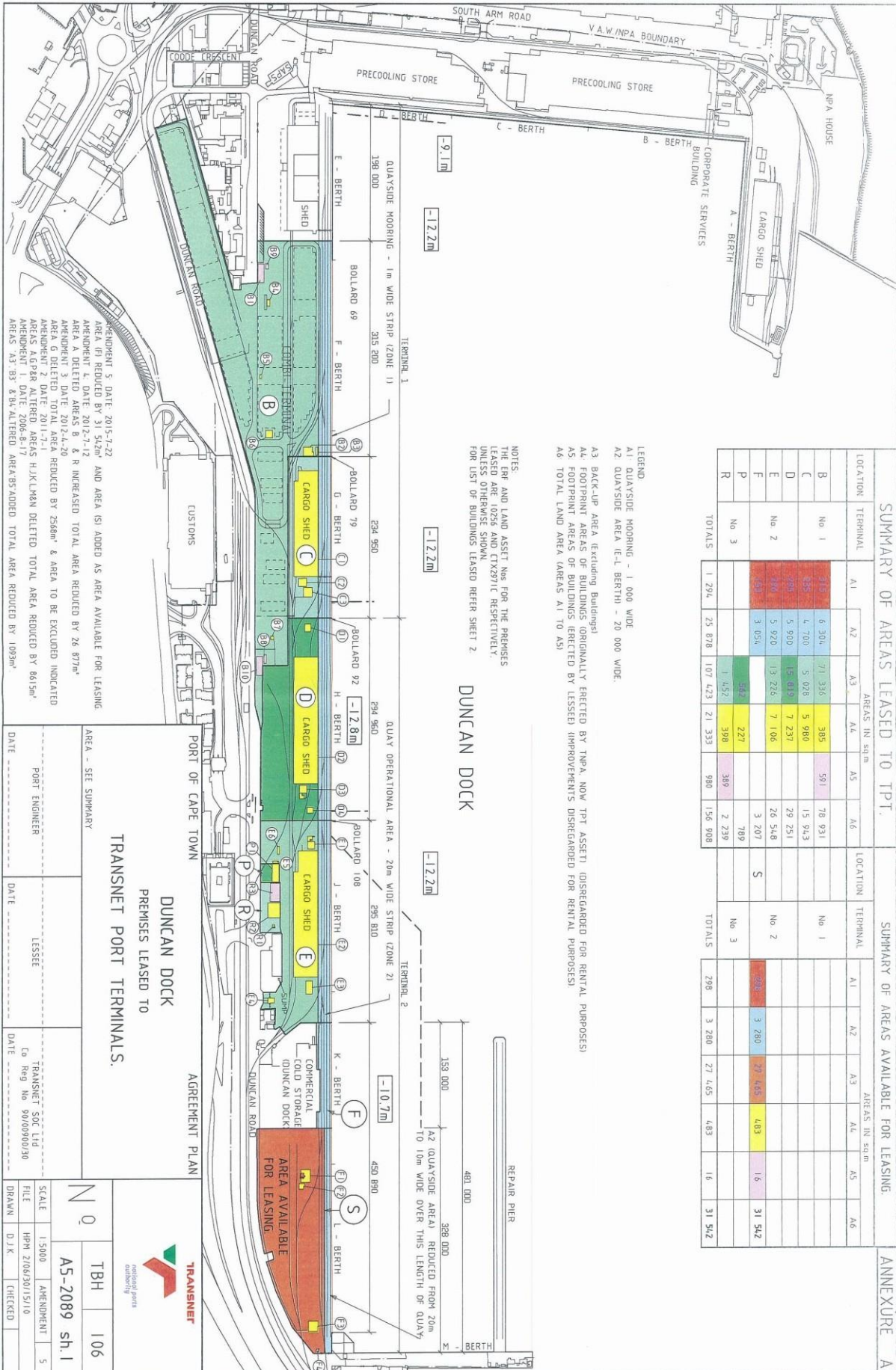


Table 6-2: List of permanent buildings in the Cape Town Terminals

Description	Function	Floors	Drawing reference no.
Cape Town Container Terminal (TBH 106 A5-2089 sh1)			
Administration Building and Substation	Office	7	38-39
Admin Building garages	Parking	n/a	21-36
Canteen	Canteen	1	42
P-Check Out-Gate Canopy	Canopy	n/a	41
P-Check Out-Gate	Gantry	n/a	40
Substation – Berth 600	Substation	1	9-10
Tower 601	Staff Facility	1	5
Tower 603	Staff Facility	1	3
Substation – Berth 603-604	Substation	1	4
Tower 604	Staff Facility	1	2
E-Block Offices	Offices, Staff facility	2	43-45
Reefer Building, garage and shed	Offices	2	n/a
Procurement and Hauler Workshop Complex	Workshop, Offices	2	48
Hauler Workshop (Pit)*	Workshop	2	49-50
Blue Store (Offices)	Offices	1	59
Blue Store Offices and Substation	Offices, Substation	3	58
Blue Store Shop	Workshop	n/a	57
Substation – Road to Rail	Substation	1	n/a
Road Rail Office (E9)	Offices	1	60-61
Workshop 17	Workshop	n/a	54
Shop 17 Diesel Pump Room	Diesel Pump Room	1	55
Substation – Carrier Workshop (Shop 17)	Substation	1	56
Workshop 17 Offices and Staff Facilities	Staff Facility	2	54
Workshop 17 Garages and Canopies	Parking	n/a	51-53
Tower 501	Staff Facility	1	19
Training Centre	Offices	2	17

Old A-Check Out-Gate	Gantry	n/a	15-16
A-Check Truck Entrance	Canopy	n/a	n/a
Technical Services and garages	Offices	2	37
Substation – Berths 501-502	Substation	1	n/a
Fuel station buildings	Storage	1	13-14
Cape Town Multi-Purpose Terminal (TBH 106 A5-2250 sh1)			
J-Berth Security Building Main Gate (J4)	Security	1	E4
J-Berth Terminal Offices (J5)	Workshop, Offices	2	R2
J-Berth Workshop (J5)	Workshop	n/a	R3
J-Berth Security and Staff Facility (J7)	Staff Facility	2	P1
H-Berth Out-gate / Blue Canopy (H2)	Canopy	n/a	B10
H-Berth Out-gate Security Building (H1)	Security	1	B8
Substation: F-Berth	Substation	1	B6
E-Berth Mess and Ablution (E6)	Staff Facility	1	B4
E-Berth Offices (E2)	Offices	1	B9
F-Berth In-gate / Blue Canopy	Canopy	n/a	B1
F-Berth Combi Planning Building (F1)	Offices	1	B2
G-Berth Cargo Shed (G3)	Cargo shed	n/a	C1
G-Berth Mess and Ablution (G4)	Staff Facility	2	C2
H-Berth Cargo Shed (H3)	Cargo shed	n/a	D2
H-Berth Offices, Mess and Ablution (H4)	Staff Facility	2	D3
Substation: J-berth	Substation	1	D4
J-Berth Offices/Ablution (J2)	Offices / Ablution	2	E1
J-Berth Cargo Shed (J1)	Cargo shed	n/a	E2
J-Berth Offices and Ablution (J3)	Staff Facility	1	E3

7. Annexures:

Annexure	Title	Document Number
1	Service provider Safety, Health and Environmental Management Specification Guideline	TRN-IMS-GRP-GDL-014.2
2	Service provider Compliance File Assessment Checklist	TRN-IMS-GRP-TMP-014.2
3	SOP: Safety Health Environment and Quality Standard	TPT SHEQ RS STD 001
4	Procedure: Access Control	TPT Sec Pro 001
5	Procedure: Issuing Security Access Permits	TPT Sec Pro 003