SPECIFICATION AND BILL OF QUANTITIES FOR: PROVISION OF LADDERS, INSTALLATION OF GUARDRAILS AND ANCILLARY WORKS AT THE PORT OF PORT ELIZABETH TANKER BERTH

CIDB GRADE: 1 CE/GB

1. INTRODUCTION

Suitably qualified bidders are invited to submit bids for the provision of ladders, installation of guardrails and ancillary works at the Port of Port Elizabeth Tanker Berth.

2. SCOPE OF WORKS AND GENERIC CONDITIONS OF CONTRACT

2.1. SCOPE OF WORKS

2.1.1. Removal of 2x existing ladders at Dolphin E.

2.1.2. Supply and install 2 galvanized ladders at dolphin E- as per specification (2.2.1).

2.1.3. Remove existing handrails at Dolphin E.

2.1.4. Install handrails. Handrail material (stations, rails and bolts) will be free issue to the contractor.

2.1.5. Paint the Bollards- as per specification (2.2.3)

2.1.6. Remove old electrical pole, electrical trunking, steel plate and steel grating.

2.1.7. Remove concrete base and close up hole (2.2.5).

2.1.8. There is no landside access to the dolphin. Further, the dolphin surface in not level. Bidders are to note the access and working constraints constraints to the Dolphin and account for this through the provision of working platforms, working craft and specialized PPE ,etc., as required for the works and price for such in the bill of quantities.

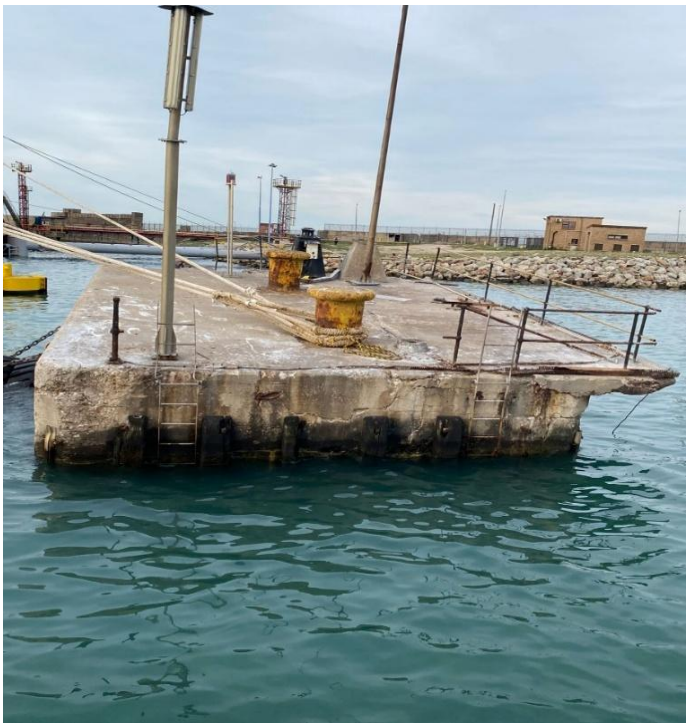

Figure: 1 Dolphin E

2.2. SPECIFICATION

2.2.1. Ladders

- The length of the ladders must be 2.2 meters each.
- The stringer of the ladders should be opened out above platform to give clear width of 610mm.
- Stringers may be made from flat bars not less that 65mm x 10mm or angled bar.
- Stringers must be adequately and firmly bolted to the supporting member at structure.
- The rungs must be round bars with diameter of not less than 20mm.
- The pitch should be 300mm, rungs must be firmly attached to the stringer by welding.
- The top rung must be same level as the landing floor.
- All steel utilized must be suitably cleaned and hot deep galvanized to a minimum of 140 microns (µm).
- Existing steel will remain the property of the employer and must be removed to a staging point within the port's boundary, to be directed by the TNPA Project Manager

2.2.2. Hand railing

- Stanchions, hand-railings and bolts will be provided by the employer
- The maximum distance between stanchions installed must be 1.8 meters.
- Contractor to install stations using a suitable epoxy mix.

- Hand-railings to be adequately welded to stations.
- Existing steel must be removed to a staging point within the port's boundary, to be directed by the TNPA Project Manager

2.2.3. Bollards

2.2.3.1. Cleaning

Bollards to be sand/grit blasted to SA2.5.

2.2.3.2. Painting

N.B. Bidders are encouraged to contact painting specialists for advise and assistance in choosing and application of paints.

2.2.3.3. Prime Coat/s, Under coat/s and Top coat to be applied as per BS5493 :SL5 coating system.

2.2.3.3.1. Prime Coat/s

- Dry Film thickness: 140 microns
- Prime coat will need to be built up in multiple layers to achieve DFT.
- Specifications for potential prime coat paints reproduced from BS 5493 below. N.B. Only 1 of the 4 options to be chosen.
- DFT to be confirmed by service provider, and witnessed by TNPA Project Manager, using calibrated elcometer. Service provider to provide elcometer

Table 1: Options for Prime Coats

Reference	Binder	Main pigment	Volume solids (nominal %)	Main pigment in total pigment (weight % min.)	Dry-film thickness (µm per coat) (minimum advised)	Additional information (see note c)[a] for application method)
KP1A	Two-pack epoxy	Zinc phosphate	35	40	35	
KP1B		Zinc dust	35	95	35	
KP1C		Zinc dust/zinc oxide	35	50	35	
KP1D		Metallic lead	45	50	35	Brush application recommended [see note c)]

[a] Notes to this table are on a pull-out folder following Table 4M. The folder should be extended whilst using any part of Table 4 so that all notes are immediately visible when required.

2.2.3.3.2. Under Coat/s

- Dry Film thickness: 200 microns
- Under coat will need to be built up in multiple layers to achieve DFT.
- Specifications for potential undercoat paints reproduced from Bs5493 below. N.B. Only 1 of the 8 options to be chosen
- Final undercoat layer to contain yellow pigment (RAL 1003-signal yellow)
- DFT to be confirmed by service provider , and witnessed by TNPA Project Manager, using calibrated elcometer. Service provider to provide elcometer

Table 2: Options for Under Coats

Reference	Binder	Main pigment	Volume solids (nominal %)	Main pigment in total pigment (weight % min.)	Dry-film thickness (µm per coat) (minimum advised)	Additional information (see note c)[a] for application method)
KU1A	Two-pack epoxy	Titanium dioxide (white and tints) or chemical-resistant coloured pigments (full colours). Suitably extended	45	—	40	Note f). For airless spray 40 % min. volume solids
KU1B			45	—	100	High-build airless spray [Note f)]
KU1C		Micaceous iron oxide	45	80	40	Note g). For airless spray KU1C advised dry-film thickness 50 µm. KU1D is for high-build airless spray
KU1D			45	80	100	
KU2A	Two-pack polyurethane	Titanium dioxide (white and tints) or chemical-resistant coloured pigments (full colours). Suitably extended	45	—	40	Note f), KU2B is for high-build airless spray
KU2B			40	—	100	
KU2C		Micaceous iron oxide	45	80	40	Note g). KU2D is for high-build airless spray
KU2D			45	80	100	

[a] Notes to this table are on a pull-out folder following Table 4M. The folder should be extended whilst using any part of Table 4 so that all notes are immediately visible when required.

2.2.3.3.3. Top Coat

- Dry Film thickness: 100 microns
- Specifications for potential top coat paints reproduced from Bs5493 below. N.B. Only 1 of the 14 options to be chosen
- Top coat to contain yellow pigment (RAL 1003 Signal yellow)
- DFT to be confirmed by service provider , and witnessed by TNPA Project Manager, using calibrated elcometer. Service provider to provide elcometer

Table 3: Options for Top Coats

Reference	Binder	Main pigment	Volume solids (nominal %)	Main pigment in total pigment (weight % min.)	Dry-film thickness (µm per coat) (minimum advised)	Additional information (see note c)[a] for application method)
HF1A	Blend of chlorinated rubbers and non-saponifiable plasticizers	Rutile titanium dioxide: white and tints	35	90	25	HF1B is for high-build airless spray
HF1B			30	90	100	
HF1C		Fade-resistant chemical-resistant coloured pigments and carbon black	35	—	25	HF1D is for high-build airless spray
HF1D			30	—	100	
HF1E		Micaceous iron oxide	40	80	30	Note g). HF1F is for high-build airless spray
HF1F			35	80	100	
HF2A	Blend of vinyl chloride/acetate copolymers with or without non-saponifiable plasticizers	Rutile titanium dioxide: white and tints	35	90	25	HF2B is for high-build airless spray
HF2B			30	90	100	
HF2C		Fade-resistant chemical-resistant coloured pigments and carbon black	35	—	25	HF2D is for high-build airless spray
HF2D			30	—	100	
HF2E		Micaceous iron oxide	40	80	30	HF2F is for high-build airless spray
HF2F			35	80	100	
HF2G		Aluminium	35	95	25	HF2H is for high-build airless spray
HF2H			30	95	100	

[a] Notes to this table are on a pull-out folder following Table 4M. The folder should be extended whilst using any part of Table 4 so that all notes are immediately visible when required.

2.2.4. Remove old electrical pole, steel plate and steel grating.

Remove old electrical pole *(see figure: 2 below)*, steel plate *(see figure: 3 below)* and steel grating off dolphin E to the TNPA procurement storage.

Figure: 2 Electrical pole

Figure: 3 Steet plate

2.2.5. Concrete base

2.2.5.1. Break and remove the concrete base *(see figure: 4 below)* and ensure level finishing of surface using cement mortar.

2.2.5.2. All debris from this activity must be taken offsite and disposed off legally.

Figure: 4 Dolphin E

2.3. GENERAL NOTES

- All tools/plant/equipment and machinery for the works are to be supplied by the contractor.
- Access to the dolphin is for the contractor and must be catered for in the price.
- The removed ladders and handrails will remain the property of TNPA- the TNPA project manager will identify a laydown site for the contractor to place the ladders.
- Occupation of the berth is dependent on shipping operations. The contractor is to communicate with the TNPA Project Manager to arrange for occupation.
- Price to ensure adequate coverage for PPE and risk mitigation as required by OHS.

2. CONDITIONS OF CONTRACT

2.1. LOCATION OF SITES AND ACCESS

2.1.1. The site is located at the Port of Port Elizabeth, access to the site can be gained via the Baakens entrance.

2.1.2. The Contractor shall be obliged to comply with all legal, environmental, safety and quality requirements pertaining to the works. The Contractor shall not clear or traverse areas outside the immediate vicinity of the construction site without the permission of TNPA Engineering.

2.2. WEATHER CONDITIONS

2.2.1. All weather delays are to be recorded accurately on daily log sheet.

2.3. TIME MANAGEMENT

2.3.1. The duration of the project shall be 4 (four) weeks from signing of this contract by parties.

2.3.2. This contract shall be enforceable for 1(one) year from the date of signing by both parties.

2.3.3. The working hours shall be from 8h00 to 16h30, Monday to Friday.

2.3.4. The contractor must not vary the working hours without a written instruction from TNPA.

2.4. STAND DOWN

2.4.1. TNPA's representative may, for the duration as seen fit by the representative of TNPA, stand down the plant or any part of the Plant by notice to the Contractor or the Operator, to permit any maintenance, servicing or repairs.

2.4.2. TNPA will not pay for any period of stand down of the Plant.

2.5. DAY WORK SHEET

2.5.1. The Contractor must submit to the TNPA representative for verification, a day work sheet on the Contractor's stationary which show for the day the actual hours of work (including any hours of overtime), hours of standby time, hours of stand down of plant, and any transport charges.

2.5.2. All day works sheets shall be signed off by a TNPA representative and submitted together.

2.6. EXCAVATIONS AND EXISTING SERVICES

2.6.1. The Contractor shall obtain an Excavation Permit from the TNPA Port Engineering Department prior to commencement of any land excavation activities in the Port. No works shall commence until the Excavation Permit is in hand.

2.6.2. The Contractor must obtain existing services drawings from the TNPA Port Engineering Department before breakout of the assigned works.

2.6.3. If the Contractor at the time of work had damage the services TNPA PORT OF PORT OF PORT ELIZABETH must be notified immediately.

2.6.4. The Contractor will be held liable for all damages to existing services.

2.7. PAYMENTS AND MEASUREMENT

2.7.1. The Contractor shall make progress measurement as at the close of business on the 22nd of each month.

2.7.2. The Contractor shall prepare and submit a payment certificate, together with supporting documentation as laid down elsewhere in this document to the Employer for approval and signature.

2.7.3. The Contractor must invoice TNPA in a form approved by TNPA representative (quoting the purchase order number), for all payments under the contract after completion of works.

2.7.4. Payments will be made by TNPA within 30 days and at the end of the month from receipt of the Contractor's invoice, provided that the content of the invoice has been certified as correct by the TNPA representative and nothing in the invoice is in dispute.

2.8. CONTRACT PRICE ADJUSTMENT

2.8.1. The rates quoted in the schedule of quantities and prices will not be subject to any price adjustments factors for the duration of this contract agreement.

2.9. TERMINATION OF CONTRACT

2.9.1. TNPA will endeavor to give notice of a likely termination date for the period the contract.

2.9.2. Either party may terminate the contract by providing the other party with 1 (one) week (7 working days) notice.

2.9.3. Despite anything in the contract to the contrary, TNPA may, by providing a written notice to the Contractor, terminate the contract immediately if the Contractor:

a) Suffers an insolvency event
b) Refuse to comply with any reasonable instruction or direction of the TNPA representative.
c) Is in breach of this contract and has failed to rectify the breach following a written request to do so by TNPA.

2.10. INDEMNITY AND INJURY MANAGEMENT

2.10.1. The Contractor must submit a safety file to TNPA with detailed injury procedures.

2.10.2. The Contractor and any persons from the Contractor working on site must ensure that they sign the indemnity form before accessing the site.

2.11. COMPLIANCE

2.11.1. The Contractor must establish and maintain a quality control system for all dredging operations to assure compliance with these contract requirements and record his inspections and tests under the system.

2.11.2. The Contractor must comply and ensure that he/she complies with all legislation including the occupational health and safety acts, equal opportunity legislation, road traffic acts, motor vehicle (third party insurance), transport acts, industrial agreements, registered workplace agreements of employer-employee agreements, the Safety, Health and Environment (SHE) requirements and all lawful direction of the TNPA representative application to the contract.

2.11.3. The Contractor must obtain all necessary permits, licenses and approvals, give all notice required to be given and pay all applicable relevant fees in connection with the contract and provide evidence of compliance to the TNPA or the TNPA's representative on request.

2.11.4. The Contractor shall comply with the Port of Port Elizabeth's SHEQ regulations and Requirements.

2.11.5. The Contractor shall submit a SHE file for approval and as required by the TNPA Port of Port Elizabeth SHEQ department.

2.11.6. The Contractor shall submit a SHE file for approval and as required by the TNPA Port of Port Elizabeth SHEQ department. Please see attached **Annexure B** for possible Safety File requirements.

2.11.7. The Contractor shall submit a fully completed **Environmental Management Plan (EMP) Annexure C.**

2.12. PARKING

2.12.1. Parking shall be near the site.

2.13. ASSIGNMENT AND SUBCONTRACTING

2.13.1. If the Contractor has subcontracted the designated work, TNPA requires the Contractor to notify TNPA of any such appointments and to ensure that the subcontractor complies with all conditions as stated in this contract.

2.13.2. The main contractor will ultimately be responsible for all the terms and conditions as stated in this contract and under no circumstances will any responsibility be transferred to the subcontractor.

2.14. PRICING INSTRUCTIONS

2.14.1. Pricing Assumptions mean the criteria as set out below, read together with all Parts of this specifications document, which it will be assumed in the contract that the tenderer has taken into account when developing their rates and prices.

2.14.2. Tenderers are advised that the Bill of Quantities is a "provisional bill" subject to re-measurement as the work proceeds. The initial quantities set out in the Bill of Quantities are approximate and do not necessarily represent the actual amount of work to be

done and shall be re-measured and paid for based upon the actual final quantity of work done and certified for payment by the Supervisor in terms of the Contract and as described in the Pricing Assumptions and as shown on the drawings.

2.14.3. The terms "Schedules of Quantities" and "Bills of Quantities" shall have the same meaning. The title "Engineer" shall be interpreted as "Project Manager".

2.14.4. The Bill of Quantities contain only brief descriptions to identify the salient items required and the Tenderer is referred to the Generic Conditions of Contract, Scope of Work and drawings for the full requirements.

2.14.5. The prices and rates to be inserted in the Bill of Quantities are to be the full inclusive prices to be paid by the Employer for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the executionof the work described, and shall cover the cost of all general risks, liabilities, and obligationsset forth or implied in the documents on which the tender is based, as well as overhead charges and profit.

2.14.6. Where an item in the Bill of Quantities makes reference to a specific measurement and payment clause, the rate or price of the item shall also include for all costs stated in the particular payment clause. Such reference will be to the relevant Pricing Assumption item. The reference clauses indicated are not necessarily the only sources of information in respect of scheduled items. Further information and specifications may be found elsewhere in the contract documents.

2.14.7. A price or rate is to be entered against each item in the Bill of Quantities, whether the quantities are stated or not. An item against which no price is entered is deemed to be covered by the other prices or rates in the Bill of Quantities but the rate, where applicable, will nevertheless be taken as nil and no claim will be considered should the quantity of such items increase or decrease.

2.14.8. Unless otherwise stated, items are measured nett in accordance with the drawings and as specified and no allowance has been made for waste. Rates and prices shall include for waste of whatever nature and for all necessary straight cutting (notwithstanding any trade custom to the contrary).

2.14.9. The units of measurement described in the bill of quantities are metric units abbreviated as follows:

Abbreviation	Unit
CD	Chart Datum Port (0.860 m below MSL)
%	Percent
H	Hour
Ha	Hectare
Kg	Kilogram
Kl	Kiloliter
Km	Kilometer
km-pass	kilometre-pass
kPa	Kilopascal
kW	Kilowatt
L M	Litre Metre
Mm	Millimeter
m^2	square metre
m^2-pass	square metre pass
m^3	cubic metre
m^3-km	cubic metre-kilometre
MN	Meganewton
MN.m	meganewton-metre
MPa	Megapascal
No.	Number
NGL	Natural Ground Level
PC-sum	prime cost sum
R/only	Rate only
SUM	Lump sum
T	ton (1000kg)
W/day	Work day

2.14.10. Where items in the Bill or Quantities include reference to trade names or proprietary brands, the reference is used in order to establish the required type and quality of production which the price is based.

2.14.11. Where items in the Bill or Quantities have no applicable measurement and payment clause reference the rate or price for the item shall be the fully inclusive rate or price for the work described including all materials, labor, plant, equipment, overheadsandprofit as applicable.

3. BILL OF QUANTITIES

Bidders to note the following:

- Contents of 2.1.8 above when pricing for Preliminary and General as well as execution of works.
- Bidders to indicate coatings chosen (for items 4.3,4.4 and 4.5) using references from the applicable tables.

ITEM NO.	Ref	DESCRIPTION	Unit	QTY	Rate	Total Amount
		This BOQ shall be read in conjunction withthis specification document and the RFQ clauses				
1		**PRELIMNARY AND GENERAL**				
1.1	SHE Policy	PoPE SHE File (detailed breakdown to beProvided upon request for such information)	Sum	1		
2		**SUPPLY AND INSTALLATION OF LADDERS**				
2.1	2.2.1	Remove existing ladders	No.	2		
2.2	2.2.1	Supply ladders	No.	2		
2.3	2.2.1	Install ladders	No.	2		
3		**INSTALLATION OF HANDRAILS**				
3.1	2.2.2	Remove existing handrails	m	25		
3.2	2.2.2	Install new handrails (TNPA supplied material)	m	30		
4		**Ancillary Works**				
4.1	2.2.3.1	Bollard Surface Preparation	No.	2		
4.2	2.2.3.3.1	Bollard Painting- Prime Coat Contractor to indicate chosen coating system from Table 1 :_____	No.	2		
4.3	2.2.3.3.2	Bollard Painting- Under Coat Contractor to indicate chosen coating system from Table 2Table 1 :_____	No.	2		
4.4	2.2.3.3.3	Bollard Painting- Top Coat Contractor to indicate chosen coating system from Table 3:_____	No.	2		
4.5	2.2.4	Remove old electrical pole, electrical trunking, steel plate and steel grating.	Sum	1		
4.6	2.2.5	Remove concrete base and repair	Sum	1		
		Subtotal				
		Value Added Tax (15%)				
		Grand Total				

4. SIGN OFF AND APPROVAL OF SPECIFICATION

Transnet SOC Ltd
Registration Number
1990/000900/30

138 Eloff Street
Braamfontein
JOHANNESBURG
2000

P.O. Box 72501
Parkview, Johannesburg
South Africa, 2122

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ANNEXURE B: SHE FILE ASSESSMENT CHECKLIST

CONTRACTOR COMPLIANCE FILE ASSESSMENT CHECKLIST

Date of inspection/ Evaluation: _____

Client	
Employer (Principal contractor)	
Registered name of the enterprise	
Trade name of the Enterprise	
Company Registration No	
SARS registration No(PAYE)	
UIF registration No	
COIDA registration no	
Relevant SETA for EEA purpose	
Industry sector	
Bargaining Council	
Contact person & position	
Contact number	
Site Address	
Postal Address	
Chief Executive Officer	
Chief Executive officer's email and contact number	
Construction Manager	
Health and Safety Representative	
Activities/ Service rendered	
Commencement date	
Completion date	
Site Phone	
Total number of employees on site:	
Female	
Male	
People with disabilities	

CONTRACTOR	Complying	Not Complying (i.e. Comments)	Not Applicable
1. Site Specific Organogram of reporting structure. This document must provide all persons appointed in terms of OHS Act No. 85 of 1993 including contact details. (rev, date, approval)			
2. Contractor scope of work information (Company Profile)			
3. Notification of Construction Work to the Department of Labour: Document to display required information as per OHS Act No.85 of 1993 – Construction Regulations Annexure A, Must carry the stamp of acceptance from the Department of Labour *(if applicable)* ***4.*** Application for a permit to do construction work *(if applicable)*			
5. Valid Letter of Good Standing with FEM/WCA: And proof of relevant insurances to carry out work.			
MANAGEMENT PLANS			
6. Copy of reference documents: Health & Safety, Security, Quality, Environmental, and other applicable Specifications Including a signed register of communication to Managers, Supervisors & Safety Officers			
7. Approved Contractor Execution Plan correlating with Specification provided by Transnet (i.e. Approved health and safety plan, environmental plan, security plan etc.)			
8. Contractors Health and Safety Policy			
9. Site Specific Emergency Plan			
10. Contractors Traffic Management Plan (if applicable)			
11. Procedure for handling Hazardous Chemical Substance's and Applicable Safety Data Sheet *(if applicable).*			
APPOINTMENTS			
12. Fully completed appointments of the following (depends on the scope of work) but not limited to:			
• Sec. 16(2) – Delegated Authority (Assistant to the			

CEO)			
• CR 8(1) – Construction Manager			
• CR 8(7) – Construction Supervisor			
• CR 8(8) – Assistant Construction Supervisor			
• CR 8(5) – Construction Safety Officer			
• CR 9(1) – Risk assessment			
• CR 10. (1)(a) – Fall Prevention Planner *(if applicable)* • CR 10.(2)(b) (fall risk) Physical & Psychological fitness			
• CR 23.(d)(k) – Vehicle operator and Inspector			
• GSR 3.4 – First aider			
• CR 29 (h) – Fire Fighter			
• Sec 24, GAR 9(2) – Incident Investigator			
• CR 13(1)(a) – Excavation Supervisor			
• CR 28(a) – Stacking and Storage Supervisor			
• CR 12(1) – Temporary works designer			
• CR 14(1) – Demolition work supervisor			
• CR 16(1) – Scaffolding work supervisor			
• CR 17 (1) – Suspended platform work supervisor			
• CR 18(1)(a) – Rope access supervisor			
• CR 19(8)(a) – Material host Inspector			
• CR 20(1) – Bulk mixing plant supervisor			
• CR 21(2) – Explosive actuated fastening devices inspector			
• Sec 17(1) – SHE Rep (more than 20 employees)			

• GSR 13(a) – Ladder Inspector An abbreviated CV of the above appointed persons shall be attached to the appointment. Competency certificates will also be attached as required in specifications			
13. Elevated work training (Rescue/ Safety harnesses) – accredited Training (*If applicable)*			
14. Fall Protection Plan by competent person / Rescue Plan *(If applicable)*			
15. Contract/Project Specific Risk Assessment indicating the full scope of work and risk profile – High risk task inventory registers to be attached.			
16. Risk Assessment (HIRA), Method Statement, Safe Work Procedure to be generated for each specific task to be performed on the contract/project i.e. Site establishment, confined spaces, working at heights, working near water, excavations etc. Note: before establishment they can supply what they will start with – site establishment, fencing, clear & grub…so only request what is relevant at the time.			
17. PPE Policy and most recent issue register.			
INDUCTION			
18. Induction application forms completed for every employee of the contractor performing work on site; The following shall be attached:			
• Employee Dossier with applicable documentation;			
• Proof of site specific induction;			
• Copy of ID Document;			
• Legal Letter of Appointment;			
• Proof of competence i.e.: Artisans, drivers, operators etc.;			
• Valid medical certificate of fitness done by an Occupational Health Practitioner (i.e. Annexure 3 for construction work)			
REGISTERS			

19. Copy of equipment registers to be used with copy of each item's inspection checklist. The registers are not limited to the following, depends on the scope of work:			
• Site visitors register			
• Excavation Inspection Register			
• Hand tools Inspection register			
• Barricading Inspection Register			
• Traffic Inspection Register			
• Mobile Toilet Inspection Register			
• Daily Risk Assessment and Toolbox Talk			
• PPE Inspection Register			
• First Aid kit Inspection Register			
• Fire Fighting Equipment Register			
• Portable electrical Equipment Register			
• Pneumatic Tool Register			
• Compressor Checklist			
• Ladder Inspection Register			
• Vehicle Inspection Register			
• Working at Height Equipment Register			
INCIDENT/ACCIDENT MANAGEMENT			
20. Incident /Accident Management Procedure including reporting, recording and investigation of incidents and accidents			
21. Register of first aid injuries			
22. Register of reportable injuries to the Provincial Director			
OTHERS			
23. Section 37(2) mandatory agreement between client - contractor and contractor - sub contractor. As well as:			

• CR 5.1(k) Principal Contractor appointment			
• CR 7(1)(c)(v) Sub Contractor appointment			
24. Training Matrix (Management, Supervisors and Employees)			
25. Copy of the OHS act and its Regulations , COID Act Regulations			

CONTRACTOR'S COMPLIANCE FILE REVIEW			
Date	Print Full Name	Designation	Signature
Status			
Approved			
Not Approved			
Reasons for not approving			

ANNEXURE C: ENVIRONMENTAL MANAGEMENT PLAN

ENVIRONMENTAL MANAGEMENT PLAN

1. PURPOSE

This Environmental Management Plan (EMP) forms part of Transnet National Ports Authority's (TNPA) Environmental Management System and is intended to provide guidance on TNPA's minimum environmental requirements to Contractors wishing to conduct their businesses on TNPA property. Its aim is also to obtain an undertaking by the Contractor on how actual & potential environmental impacts arising from Contractor activities will be managed. Its objective is also to ensure that all activities undertaken as part of the contract are carried out in line with all statutory requirements. These minimum requirements do not absolve the Contractor from complying with legislation.

2. SUBMISSION OF EMP TO TNPA

The EMP must be submitted not later than the date specified in the tender / request for proposal /quotation for review **and this has to be** prior to the awarding of the tender/contract. ***The tenderer/contractor has to submit this document, fully completed, to the Safety Health and Environment Department of TNPA prior to the commencement of any activity pertaining to the agreed to Contract Agreement on operations to take place on TNPA's property.*** All applications must take into account the requirements of the Environmental Impact Assessment Regulations as well as other environmental legal requirements specific to the contract.

3. NAME OF THE CONTRACTOR:

……

4. CONTRACTOR CONTACT PERSON RESPONSIBLE FOR ENVIRONMENTAL MANAGEMENT (ENVIRONMENTAL SPECIALIST):

4.1 Name, Contact Details, Designation & Responsibilities pertaining to Environmental Management

……

5. ENVIRONMENTAL AWARENESS AND TRAINING FOR EMPLOYEES & SUBCONTRACTORS:

5.1 Training Needs Analysis, Training Programme & Schedule, Induction, etc

Note: TNPA Induction is compulsory

……

6. CONTRACT DESCRIPTION / SCOPE:

6.1 DETAILED DESCRIPTION OF ACTIVITIES THAT WILL BE CARRIED OUT AS WELL AS THE EQUIPMENT TO BE USED:

List Actual & Potential Negative Environmental Impacts that will result from each activity/equipment (Environmental Risk Assessment specific to the project /contract)

……

7. DESCRIPTION OF PROPOSED SITE/INFRASTRUCTURE/FACILITIES TO BE USED

……

……

……

8. LIST OF ALL INTERESTED & AFFECTED PARTIES

8.1 Name, Organisation & Nature of Interest

……

……

……

9. OUTCOME OF CONSULTATION WITH INTERESTED & AFFECTED PARTIES:

9.1 Legislative Requirements, Written Comments, Compatibility with Other Commodities, Management of Sub-Contractors, Other Environmental/ Social & Economic Issues of concern, etc

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10 LICENSES, PERMITS AND AUTHORIZATION

10.1 Provide a list of applicable environmental legislation as well as copies of all valid environmental licenses, permits & authorizations relevant (specific) to the project/ contract activities including but not limited to the construction of facilities/infrastructure (Note: EIA Regulations to be borne in mind). No contractor will be allowed to start without the project specific authorizations

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11. AIR QUALITY MANAGEMENT PLAN

11.1 Identifying Sources & Proposed Air Quality Control Measures (e.g. Dust, Noxious Emissions, Noise, etc):

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12. WATER QUALITY MANAGEMENT PLAN:

12.1 Proposed Water Quality Management Measures (e.g. Drainage System, Storm water, Surface Water, Ground Water & Wastewater Management, Effluent Discharge Permits, Resource Conservation Initiatives, etc):

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13. WASTE MINIMIZATION/ MANAGEMENT PLAN

13.1 Proposed Waste Management Measures (Waste Generated, Containment, Transportation &Disposal, Waste Reduction, Re-use & Recycling, general housekeeping, prohibitions on littering, Waste Disposal Register, Waste Manifest, etc.):

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14. HAZARDOUS SUBSTANCES MANAGEMENT PLAN

14.1 Proposed Management/Control Measures for Hazardous Substances (e.g. Quantity, Storage, Handling, Transportation & Disposal-Material Safety Data Sheets, etc):

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15. SOIL MANAGEMENT PLAN

15.1 Proposed Control Measures for the soil (e.g. Baseline soil analysis, treatment, Provision of hard (impervious) surfaces, Housekeeping, leakages of hazardous substances from storage tanks, waste disposal practices, etc):

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16. EMERGENCY RESPONSE PLAN:

16.1 Proposed Emergency Response Plan (Emergency Coordinator, Employee Training/Awareness, Emergency Equipment/ Cleanup Contractors to be used in the event of an incident occurring, Emergency Contact Register, etc):

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17. PLANT AND EQUIPMENT MANAGEMENT:

17.1 Proposed Management Measures for Plant and Equipment, Service & Maintenance Cycle, Fuel Capacity, Oil, Grease, Noise level Management

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18. PROTECTION OF THE FAUNA & FLORA:

18.1 Proposed Management Measures to protect the fauna & flora (e.g. Eradication of alien species, protection of environmental sensitive / protected areas)

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19. MANAGEMENT PLAN FOR ABLUTION FACILITIES

19.1 Proposed Management Measures For Ablution Facilities (e.g. provision of adequate ablution facilities, frequency of servicing these ablution facilities to ensure they are sanitary and non-offensive)

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20. TRAFFIC MANAGEMENT PLAN:

20.1 Proposed Traffic Management Measures (e.g. Adherence to speed limits on private & public roads to avoid accidents that may lead to environmental damage)

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21. MONITORING PLAN:

21.1 Proposed Monitoring Plan e.g. Baseline & Ongoing Monitoring (what will be monitored, frequency, how the results will be recorded and where the records will be kept) (e.g. Site Inspections, Inspection Findings, Corrective/ Preventive Measures for Non-conformances)

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22. MANAGEMENT OF VISUAL IMPACT

22.1 Proposed Measures to buffer the aesthetic impact of e.g. stockpiles

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23. MANAGEMENT OF COMPLAINTS:

23.1 Proposed Measures to manage complaints, Complaints Register & Corrective Plan

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24. MANAGEMENT OF INCIDENTS:

24.1 Proposed Measures to manage incidents, Incident Register & Corrective Plan

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25. SITE SECURITY:

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26. REHABILITATION /DECOMMISSIONING PLAN:

26.1 Proposed Decommissioning and Rehabilitation Measures (e.g. for areas that have been disturbed/ contaminated)

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27. SITE CLOSURE AUDIT:

27.1 Audit to assess compliance status & rehabilitation prior to closure of the site

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Signed by: …… ……..
Tenderer/Contractor Representative Date:

Signed by: …… ……..
Tenderer's Environmental Specialist to confirm his / her approval of the Environmental Risk Assessment, EMP, Method Statements & other project-specific supporting documents submitted to TNPA Date:

Signed by: …… ……..
Transnet Representative (SHEQ Department) Date: