

## SCOPE OF REQUIREMENTS AND GENERAL INFORMATION

### Scope of works

Transnet Port Terminals Pier 1 is looking to appoint a service provider for a Land Contamination Assessment in the EES workshop, also known as the graveyard.

### Purpose of the Scope of Work

The contractor shall conduct the environmental land contamination assessment as follow:

➤ **Site walkover and visual inspection.**

Conduct an initial filed survey to identify visible sign of contamination, such as hydrocarbon staining, odours, stressed vegetation or surface runoff pathways.

Asses site conditions and potential sources of pollution.

➤ **Underground service detection.**

Performs subsurface scanning using Ground Penetrating Rodar (GPR) and utility locators to map underground infrastructure e.g. pipes, tanks, and cables) before any intrusive works.

Prevent accidental damage and ensure safe drilling operations

➤ **Soil vapour survey.**

Conduct a soil gas survey to detect volatile hydrocarbons and delineate the extent of subsurface contamination.

Identify areas with high concentrations of petroleum vapours to guide soil and groundwater sampling efforts.

➤ **Soil Sampling via Hand Auguring.**

Perform hand auguring at strategic locations within and around the affected area to collect soil samples at a various depth, the total of 20 maximum soil samples to be collected.

Determine contamination migration pattern and establish baseline contamination levels.

➤ **Laboratory Analysis.**

Send a collected soil sample for (BTEXNM)

- Benzene,
- Toluene,
- Ethylbenzene,
- Xylen,
- Naphthalene and

|                            |                                                |  |             |        |                           |
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- methanol

Analysis to assess hydrocarbon contamination levels compare results against environmental standards to determine pollution severity.

➤ **Installation of groundwater monitoring wells**

Based on laboratory finding, install four (4) groundwater monitoring wells around the contaminated zone.

Assess groundwater quality contamination spread, and potential risk to surrounding reporting and compliance.

➤ **Environmental Site Assessment (ESA)**

**Phase 1**

**Site description**

Transnet Port Terminals Pier 1, EES workshop graveyard.  
Site dimension is 76m x 65m

**Past and present activities**

- Storage and inventory management of non-operational equipment.
- Maintenance and repair of machinery awaiting refurbishment or disposal.
- Salvage operations to recover usable parts from equipment beyond repair.
- Dismantling or demolition of machinery for scrap metal recycling.
- Inspection and assessment of equipment to determine its condition and potential for reuse or resale.

**Current condition contamination**

**Soil and Groundwater Contamination**

Oil, grease, and fuel leaks from stored engines and hydraulic systems.  
Coolants and antifreeze (ethylene glycol, propylene glycol) seeping into the soil.  
Heavy metals (lead, cadmium, mercury, chromium, zinc) from batteries, paints, and corroded parts. Brake fluid and transmission fluid spills.

**Air Contamination**

- Dust particles from deteriorating materials (e.g., rust, corroded metals).
- Volatile organic compounds (VOCs) are released from old paints, solvents, or stored chemicals.

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#### Water Contamination (Stormwater Runoff)

- Rainwater washing oils, grease, rubber particles, and chemicals into nearby drains or natural water bodies.

#### Solid Waste Hazards

- Rubber waste (from tires) that does not decompose and may leach chemicals.
- Plastic and foam parts from seats/chairs that release microplastics.
- Asbestos (if old trailers/containers have insulation or brake linings).

#### Biological Hazards

- Stagnant water in tires and containers can breed mosquitoes and pests.
- General waste piles may attract rodents.

oils, fuels, coolants, hydraulic fluids, heavy metals, plastics, asbestos, rubber, and runoff sediments are the main contaminants threatening soil, water, and air quality at this type of site.

The following regulations service provider to comply with, but they are not exhaustive:

- The South African National Standards and Code of Practice
- The Occupational Health and Safety Act 85 of 1993
- SANS 1013.2004 applies to all municipal, provincial, and SA government laws.
- ISO 14001: 2004 environmental management system.

#### Requirements

The contractor shall

- Prior to quoting Service provide to visit the site and take the accurate measurements where other details will be discussed.
- Upon appointment/during the project progress discuss changes and additional work required due to unforeseen challenges before execution)  
(Discussed with Technical Manager)
- Provide all the necessary skills, resources, tools, equipment and expertise to carry out the work
- Provide transport, and PPE for his /her employees to and from the terminal
- Provide her own tools and equipment such as ladders, scaffolding or cherry picker etc. and ensure statutory compliance of such tools and equipment (service provide is responsible for any finance implication when ensuring such statutory compliance)
- Provide any other reasonable works required to successfully deliver on this scope to the Employer on time, on budget and with higher quality and workmanship.
- Provide all documents to be supplied as per technical evaluation. Any missing documents will result in immediate disqualification of the bidder and quotes will not be taken into consideration.

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- Valid and current COIDA (Letter of good standing)
- Upon appointment provide proper drawing for activity to be conducted and installed within 7 working days, financial implication for drawing remains with the service provider
- Upon appointment manage their waste generated during project.
- Upon appointment provide all SHE compliance documentation as per TPT SHE specification whereby a fully approved safety file must be submitted (not later than 7 working days) after purchase order awarded. Safety file guideline and other SHE documents will be provided by TPT SHEQ department. Failure to provide fully approved safety file on stipulated time will result in Transnet having to cancel the purchase order and move (Please refer to **ANNEXURE A** for safety file guideline)
- Be responsible for any financial implication involved when providing and compiling all safety specification, e.g. compliant safety file

**N.B. All financial implication pertaining to this project remains with the service provider (as per his /her quotation), there for it is important that the service provider conduct hourly financial analysis of the project commit and to his / her own quotation**

#### **General Obligation of the Service Provider:**

- The service provider is to ensure compliance with all Transnet safety and operations standards as well as applicable legislation. The following legislation (amongst others) is to be adhered to: -
  1. The Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 (or as amended). Certified copies of a valid COIDA letter of good standing is required.
  2. The Occupational Health & Safety Act No. 85 of 1993 (or as amended), a SHE files detailing the Legal appointments, risk assessments and necessary training will be requested for approval upon award.
- All work shall be carried out between the hours of 07h30 to 16h00, Monday to Friday, unless otherwise arranged with the Technical Manager
- Procure that all its employees are physically fit and in a sufficiently sound mental condition to perform their duties. Undergo a medical examination upon appointment (i.e. produce fit for duty certificates from a registered occupational medical doctor medical certificates and certificates providing proof of such medical examinations must always be current and valid, TPT wishes to view them during this Agreement. Are always subject to, and comply strictly with, the code of conduct/ethics as shall be prescribed from time to time by TPT.

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- Service provider's staff shall not take any substance having a narcotic or other detrimental effect to their professional behaviour and shall not be under the influence of the said substances while on duty. Any person found under the substance will be disciplined in line with the TPT Substance abuse policy.
- TPT shall be entitled to conduct breathalyser tests or any other tests that may be necessary.
- The Service Provider shall ensure that the Staff are informed of this requirement and that the necessary written consent is obtained and provided to TPT before any work commences his or her duties.
- Before any commences with his or her duties, he or she must attend an induction course for a duration of approximately 3 (three) hours which is intended to acquaint him or her with the requirements of TPT, per terminal. The said induction course shall be arranged by TPT at the Contractor's costs.

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## ANNEXTURE A



### 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<br>(i.e. Comments) | Not<br>Applicable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------|-------------------|
| 1. Site Specific Organogram of reporting structure.<br>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:<br>And proof of relevant insurances to carry out work.                                                                                                                                                            |           |                                  |                   |
| <b>MANAGEMENT PLANS</b>                                                                                                                                                                                                                                          |           |                                  |                   |
| 6. Copy of reference documents:<br>Health & Safety, Security, Quality, Environmental, and other applicable Specifications<br>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).                                                                                                                                                      |           |                                  |                   |
| <b>APPOINTMENTS</b>                                                                                                                                                                                                                                              |           |                                  |                   |
| 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                                                                                                                                                                                                                          |           |                                  |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
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| • 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 hoist 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<br>An abbreviated CV of the above appointed persons shall be attached to the appointment.<br>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.                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |
| <b>INDUCTION</b>                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
| 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)                                                                                                                                                                                                                                                                                           |  |  |  |
| <b>REGISTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
| 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                                                                                   |  |  |  |
| <b>INCIDENT/ACCIDENT MANAGEMENT</b>                                                                                      |  |  |  |
| 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                                                           |  |  |  |
| <b>OTHERS</b>                                                                                                            |  |  |  |
| 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           |                 |             |           |