

MAYDON WHARF TERMINAL

Document Title:

SCOPE OF WORK

Project Title:

**Provision of Services for
Fire Detection System Maintenance**

REVISION 01: FOR QUOTATION

SCOPE OF WORK

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1. Background

Transnet Port Terminals Agriport has a grain elevator facility which handles wheat and maize. The facility is a dust hazardous facility and the functioning of a fire detection and suppression system is vital. The system currently has faults flagged in the VESDA panels and the main control panel and requires full maintenance.

2. Proposed Solution

An external service provider must conduct 2x maintenance service each month on the fire detection system covering all floors of the building and substations for a period of three months. The service provider is to provide a detailed report, signed off by a relevant competent person upon completion of maintenance for each service.

3. Engineering work to be provided

An external service provider, must conduct monthly maintenance and test the fire detection system in the following buildings/areas:

1. Grain Elevator building

- Each floor is equipped with a VESDA system and main controller on ground floor
- All VESDA piping to have dust blown out on full length of each pipe (supplier to provide their own access to the VESDA piping via extendable ladder or scaffolding – 5m to 6m max height)
- The VESDA piping needs to be disconnected and have dust fully blown out via means of high pressure air.
- Suppliers are required to provide fittings and piping to be able to connect to the existing high pressure air line
- Replace the end caps and any damaged pipe fittings on all the VESDA lines.
- Replace 5x faulty call points
- Replace 2x faulty VESDA units
- Conduct full maintenance on the VESDA units and main control panel
- Replace supply batteries in main control panel
- All faults are to be cleared and the system left operational

2. Agriport Main substation

- Four rooms with smoke detection, controller and FM200 gas cylinders and bell
- Smoke detectors are also installed in cable trenches
- In room 1 L.V., the three cylinders must be charged, and the actuators must be replaced.
- Control panel batteries to be replaced in all 3x control panels.

3. 5 Jenkyn Substation

- Two rooms with smoke detection, controller and bell.
- Smoke detectors are also installed in cable trenches

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- Waterproof sounder beacon must be replaced.
- The controller batteries (x2) need to be replaced. (Specs: 7.2A, 12V)

4. 2x Ship Unloaders

- Two ship unloaders with:
 - 1x substation with FM200 gas cylinder and control panel on each machine
 - MCC room and Machine room controlled by one control panel on each machine
- Maintenance to be fully conducted in all areas in both machines;
- Batteries to be replaced in all 4x controllers;
- 1x Damaged Weatherproof Conventional Fire Panel to be replaced;
- 4x manual call points to be replaced.

5. Isivivane Building

- Maintenance in the Isivivane building is to be conducted in two areas. The Server Room and the Parking Store Room.
- Each room has a controller and fitted with FM200 gas cylinders.
- Full maintenance is to be conducted in the two rooms with all findings recorded.
- The service provider is to provide 4x monthly services on each area as per above and submit signed job cards with maintenance reports and recommendations.
- The maintenance reports should include a checklist of equipment maintained and work carried out.

4. Constraints on how the Supplier Provides the Goods and Services

Services & other things to be provided by the Supplier

The supplier shall provide:

1. Fully Competent personnel
2. All tools required on site
3. Personal protective equipment

The general requirement and conditions

- Working hours will not be stipulated; the contractor based on the amount of work and resources must be determine own working hours needed to ensure all work is completed in agreed time frames.
- TPT is a 24-hour operation and once work has commenced, suppliers are required to work continuously until the completion of the work.
- All work is to be conducted by qualified personnel.

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5. Health and safety risk management

The Supplier and/or its subcontractor shall be granted Transnet access, during the term of the contract. The following safety procedures together with the terminal standard operating conditions are to be adhered to at all times. No exceptions will be tolerated.

- All Technical personnel to be kitted with the appropriate personal protective equipment and to be kept clean all the time.
- Vehicles used for breakdowns to be fitted with rotating flashing light and proper company signage.
- All Technical personnel that are required to operate equipment must be certified to do so.
- Mess and ablution facilities provided and must be kept cleaned at all times.
- All discipline irregularities will be not be condoned. Offenders will be requested to leave the terminal immediately pending a full investigation.
- The use of Power tools is prohibited inside the grain elevator plant

SHERQ TPT- Safety file requirements

CONTRACTOR	
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 (<i>if applicable</i>)
4.	Application for a permit to do construction work (<i>if applicable</i>)
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 (<i>if applicable</i>).

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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 (<i>if applicable</i>) • 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 (<i>If applicable</i>)				
14. Fall Protection Plan by competent person / Rescue Plan (<i>If applicable</i>)				
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.;				

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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

6. Operating hours

The Durban BBC terminals operate 24 hours a day. The infrastructure maintenance team mainly works a day shift (06h45 – 15h15 weekdays) and all work should be done during this period. Any work requiring irregular hours should be communicated timeously to a TPT representative and required approvals obtained.

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7. Access Permits

Site meeting:

For the site meeting, all suppliers are required to bring with them the following in order to apply for the required permit:

- Hardcopy of the RFQ;
- Proof of identification for all employees attending;
- Letter from the relevant company stating the names and surnames of the employees requesting access and reason for access;
- Minimum PPE. Safety vest, hard hat and safety shoes;
- Suppliers are advised to bring any/all required measuring tools for proper pricing.

Conducting the work:

In order to acquire access permits for conducting work, external contractors will need to attend safety induction (valid for a year). Safety would also advise the need for submitting a safety file. Thereafter application for permits from security can be submitted. For vehicle access, all vehicles are required to have a company sign and a revolving light and access will also be applied for at the security office.

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