

DURBAN BBC TERMINALS

Document Title:

SCOPE OF WORK

Project Title:

**Provision of Services for
On-Site Assessment of Ship Loader at Transnet Port
Terminals Durban Agriport**

REVISION 01: FOR QUOTATION

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1 Introduction

Transnet Port Terminals at Agriport Depot is facing critical operational challenges with a ship loader, specifically concerning the boom lowering/falling unexpectedly. This scope of work is intended for the procurement of a specialized service provider to assess, and recommend remedies for the mechanical, structural and electrical components of the ship loader.

2 Project Objectives

The objective of this project is to conduct a comprehensive assessment of the ship loader through stationary tests, operational tests and required measurements.

3 Scope of Work Details

The assessment will be focused on the following areas:

- Boom latch and required repairs
- Anemometer replacement
- Shuttle car and shuttle winch operation
- HMI feedback
- Jet-slinger throw function (can be assessed only during loading)

3.1 Breakdown of the Assessment

- Boom latch and required repairs:
 - The boom latch requires an assessment on repairs required to return it to operation.
 - This includes the thruster, junction box, PLC controls
- Anemometer replacement:
 - The Anemometer requires replacement and PLC re-activation
- Shuttle Car and shuttle winch operation:
 - The shuttle car structure and rail tracks need to be assessed
 - The operation of the shuttle winch needs to be assessed as the shuttle struggles to operate at angles just below 33 degrees.
- HMI feedback:
 - The HMI feedback for field devices is not accurate. The HMI requires a full reprogramming of PLC feedback for proper fault finding
- Jet-slinger throw function:
 - This needs to be done during operation or loading. The throw function does not project the cargo to the required distances at certain directions of the jet-slinger.
- Upon completion of the assessments, the service provider must compile a report with all the findings and recommendations. These recommendations will form the scope for the repairs required to rectify all issues relating to the detailed areas of concern.

4 Safety

The following safety procedures together with the terminal standard operating conditions are to be always adhered to. No exceptions will be tolerated.

- i. All Technical personnel to be kitted with the appropriate personal protective equipment and to be kept clean all the time.
- ii. Vehicles used to be fitted with rotating flashing light and proper company signage when accessing the terminal.
- iii. All Technical personnel that are required to operate equipment must be certified to do so.
- iv. All and any TPT owned equipment or property before exiting the terminal should be signed off by TPT representative.
- v. Mess and ablution facilities provided and must be always kept clean.
- vi. All discipline irregularities will not be condoned. Offenders will be requested to leave the terminal immediately pending a full investigation.
- vii. Notification of arrival will be mandatory.
- viii. All work done within Transnet substations should be done under the supervision of an A-Brown qualified Transnet employee where relevant work and safety permits are issued by "CONTROL".

5 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.

6 Access Permits

Site meeting: (Not Applicable)

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, COVOD mask, 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). A hard copy safety file will also be required and will need to be reviewed by TPT SHERQ. Compliance of the safety file is a pre-requisite for induction, 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.

The hard copy safety file will need to comply with the below checklist (where applicable):

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>).
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

<ul style="list-style-type: none"> • CR 19(8)(a) – Material host Inspector
<ul style="list-style-type: none"> • CR 20(1) – Bulk mixing plant supervisor
<ul style="list-style-type: none"> • CR 21(2) – Explosive actuated fastening devices inspector
<ul style="list-style-type: none"> • Sec 17(1) – SHE Rep (more than 20 employees)
<ul style="list-style-type: none"> • GSR 13(a) – Ladder Inspector <p>An abbreviated CV of the above appointed persons shall be attached to the appointment. Competency certificates will also be attached as required in specifications</p>
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:
<ul style="list-style-type: none"> • Employee Dossier with applicable documentation;
<ul style="list-style-type: none"> • Proof of site specific induction;
<ul style="list-style-type: none"> • Copy of ID Document;
<ul style="list-style-type: none"> • Legal Letter of Appointment;
<ul style="list-style-type: none"> • Proof of competence i.e.: Artisans, drivers, operators etc.;
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • Site visitors register
<ul style="list-style-type: none"> • Excavation Inspection Register
<ul style="list-style-type: none"> • Hand tools Inspection register
<ul style="list-style-type: none"> • Barricading Inspection Register
<ul style="list-style-type: none"> • Traffic Inspection Register
<ul style="list-style-type: none"> • Mobile Toilet Inspection Register
<ul style="list-style-type: none"> • Daily Risk Assessment and Toolbox Talk
<ul style="list-style-type: none"> • PPE Inspection Register
<ul style="list-style-type: none"> • First Aid kit Inspection Register
<ul style="list-style-type: none"> • Fire Fighting Equipment Register
<ul style="list-style-type: none"> • Portable electrical Equipment Register
<ul style="list-style-type: none"> • Pneumatic Tool Register
<ul style="list-style-type: none"> • Compressor Checklist
<ul style="list-style-type: none"> • Ladder Inspection Register
<ul style="list-style-type: none"> • Vehicle Inspection Register
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • 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