

DESCRIPTION OF THE WORKS: REPAIRS TO POTABLE STAINLESS STEEL WATER PIPELINE IN THE PIPELINE RACK FROM BERTH ONE (01) TO BERTH TEN (10), AT ISLAND VIEW IN THE PORT OF DURBAN FOR A PERIOD OF SIX (6) MONTHS

PART C3: SCOPE OF WORK

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C3.1 EMPLOYER'S WORKS INFORMATION

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SECTION 1

1 Description of the works

1.1 Executive overview

The works that the Contractor is to perform involve repairs to a stainless-steel potable water pipeline located on the pipe rack at different elevations within the Island View Precinct, Port of Durban, with work required at heights of up to 6.5 m above ground level. The pipeline is currently operational and exhibits leakage at the seam welds across multiple joints. The stainless-steel potable water pipeline varies in size, with nominal diameters of 150 mm and 200 mm at different sections along the network extending from Berth 1 to Berth 10. The primary purpose of this document is to outline the scope of services and deliverables that Transnet National Ports Authority (TNPA) will require of a *Principal Contractor* with the necessary experience and expertise to conduct repairs and rewelding to a stainless-steel water pipe on the pipe rack.

1.2 Employer's objectives

The *Employer's* objectives are, The Employer, Transnet National Ports Authority, requires the work comprising re-welding of potable water pipe at Island View precinct starting from berth 1 to Berth 10 in the Port of Durban. The Employer intends to appoint a Contractor to provide necessary repairs and maintenance as per Employer's specifications.

NB: The contractor shall allow in his prices for the following:

The Port of Durban attracts a lot of vessel movements within the Island View precinct. The potable water pipeline is in use and operational and within the Island View precinct, hence all Island View precinct protocol must be always adhered to as this is a National Key Point. The Contractor shall allow for working under these conditions and exercise due care to avoid property damage. Access to site will be via the existing service roads within the Port. The prospective tenderers shall exercise due diligence during the execution of the project to minimize risk of damaging existing equipment and infrastructure and ensure minimal disruption in the Port of Durban operations. The Contractor will be responsible for any costs associated with damages to existing infrastructure located on the site; the Contractor shall therefore make provision in his prices for the risk of damage to existing equipment and infrastructure. The contractor should also make provision for standing time as hot work is not allowed on the berth when a vessel is at the berth.

1.3 Deliverables

- Work area to be demarcated according to the latest regulation using the relevant signage and safety equipment.
- All gear applied, installed, erected, or utilised to conform to manufacturer's specifications.

- All work to be completed by a relevantly qualified person.
- The Tenderer to comply with All Local and Regional municipal by-laws.
- PPE to be worn at all times.
- All S.H.E.Q guidelines to be adhered to.
- The contractor will be required to get a work permit from TNPA Fire Office in Island View, located at Berth 4 before starting or conducting any work each day.
- Work with due diligence, to avoid the damage of existing infrastructure.

1.4 Temporary Power Supply

No electrical power supply will be provided by TNPA at the work locations. The Tenderer shall make provision in their rates for the supply, operation and maintenance of a suitable generator and all necessary temporary electrical equipment required for the execution of the works, including welding and other hot work activities. The rate shall include all fuel, extension leads, cables and associated equipment required for the operation of the temporary power supply.

Generators will not be permitted within the berth. The Tenderer shall therefore make provision for the generator to be positioned at an approved location outside the berth and shall provide suitable extension leads, cables and associated equipment of adequate capacity and length to safely supply the work area.

All temporary electrical installations and equipment shall comply with applicable safety requirements and TNPA requirements. The Contractor shall be responsible for the safe installation, operation, protection, maintenance and removal of all temporary electrical equipment and cables.

Hot Work Requirements

All hot work shall be carried out under a valid Hot Work Permit and in compliance with the following minimum requirements:

A dedicated Fire Watch must be present for the full duration of hot work.

Protective Barrier / Cocoon:

- Supply and install a heat-resistant, non-flammable cocoon around the pipe section being welded.
- Minimum thickness: 10 mm.
- Coverage: Extending to at least 500 mm beyond the weld area.
- Installation: Secure fastening to prevent displacement during work.
- Ventilation: Ensure adequate ventilation to prevent gas accumulation.
- Monitoring: Use intrinsically safe gas detectors to ensure a safe atmosphere.

All hot work areas must have continuous monitoring for flammable vapors using intrinsically safe gas detectors.

Adequate firefighting equipment (minimum: portable extinguishers; hose reels and foam units if required) must be on site and positioned within accessible distance before commencement of hot work.

Potable waterpipe repairs

- Temporarily shut off the water supply in the section or berth working on to ensure a safe and controlled welding process.
- Tenderer shall remove covering from damaged pipe and return it to TNPA, back grind welded seam to root, ensuring surface preparation meets SANS requirements.
- Fill root weld with Tungsten Inert Gas (TIG) Welding, adhering to SANS welding procedures
- Back grind entire capping weld 2mm to 3 mm deep, maintaining surface finish
- Recap the entire diameter with TIG Welding.
- Test welds with Liquid Penetrant Inspection (LPI), verifying weld integrity and detecting potential defects.
- Fabricate sleeve in two halves to fit around pipe diameter (200mm wide, centered on weld with 100mm extension each way), following structural steel work guidelines. This thickness should be same as the thickness of the pipe
- Weld sleeve onto pipe, covering seam using TIG welding.

Final Inspection

- Test fillet weld on sleeve to pipe using LPI, ensuring weld quality and integrity.

Material Specifications

Pipe material: Stainless steel

Steel grade: 316L

Chemical composition (W.T.): $C \leq 0.035$, $Mn \leq 2.00$, $Si \leq 1.00$, $S \leq 0.030$, $P \leq 0.045$, $Cr \ 16.0 - 18.0$, $Ni \ 10.0-14.0$ and $Mo \ 2.0 -3.0$.

Stainless Steel Band

Tenderer shall install stainless steel band (SS 316L or equivalent) over welds, ensuring:

Band width: 300mm

Band thickness should be same as the thickness of the pipe

Secure band to pipe using TIG welding, ensuring continuous welding along the band edges.

The band must be tightly fitted to pipe surface, and the band thickness must be the same as the thickness of the pipe.

Ball Valves

Tenderer shall be responsible for the supply, delivery, and installation of 80 mm stainless steel ball stop valves, with matching flanges, to be installed in-line between existing pipeline sections. The scope includes supplying full-bore 80 mm stainless-steel ball stop valves (Grade 316 or equivalent) with PN16-rated flanges, lockable lever or gear-operated handles, and compliance with ISO 5211 and applicable SANS standards.

All necessary accessories, including flange kits, gaskets, bolts, nuts, and washers, suitable for use in corrosive or marine environments, shall be supplied and installed by the Contractor.

Gaskets shall be compressed non-asbestos fibre (CNAF) type, comprising aramid fibres with an NBR (nitrile rubber) binder, suitable for the intended potable water pipeline and compatible with the 80 mm PN16 flanged connection. The gasket thickness shall be 1.5 mm or 2.0 mm, subject to the manufacturer's recommendation. Gaskets shall be new, undamaged and suitable for providing a leak-tight seal under the operating conditions of the pipeline. The gasket shall be supplied with a standard anti-stick surface treatment.

The Contractor shall submit the gasket manufacturer's technical data sheet and confirmation of suitability for potable water service for approval prior to procurement and installation.

Installation shall involve isolating and fitting the valves between the pipeline segments using flanged connections, ensuring proper alignment, sealing, and torque tightening in accordance with the manufacturer's specifications. Valves shall be adequately supported and installed in accordance with OEM guidelines, applicable SANS requirements, and TNPA mechanical and piping standard

Stainless Steel Air Bellows

- The Service provider will be required to supply and install flexible, corrugated stainless steel air bellows with flanged ends.
- Ensure the air bellows are PN 16 pressure rating.

Colour Coded Bands

- Supply and apply green color coding to stainless steel pipe at 12m intervals to distinguish from pipes in the rack.
- Apply durable, weather resistant green tape for colour coding.

Quality

Data Pack

- The data pack shall consist of marked up as-built drawings, ISO's showing welder references, NDT reports, calibrations certificates for gauges, material certificates, punch lists, etc.

Quality Procedures

- A detailed quality plan is to be submitted before any work may commence, for approval of hold, witness, and inspection, points. The quality plan shall be tailored to comply with the client's specific requirements.
- All work shall be performed by a qualified and coded welder, certified to relevant SANS standards.
- Welding procedures and qualifications shall comply with SANS 10047.
- Material and consumables shall meet relevant SANS Specifications.

Safe equipment for working at height

A contractor to supply safe and suitable working-at-height equipment for every height work. A contractor must appoint a competent person in writing who must ensure all height equipment operations are carried out under his or her supervision and that all erectors, team leaders and inspectors are competent to carry out work.

Waste collection and Disposal

The collection and disposal of all the rubble/ waste on site should only be done by contractor or subcontractor with waste disposal license issued by Transnet National Ports Authority, Port of Durban.

1.5 Interpretation and terminology

The following abbreviations are used in this Works Information:

Abbreviation	Meaning given to the abbreviation
BBBEE	Broad Based Black Economic Empowerment
CEMP	Construction Environmental Management Plan
CSHEO	Contractor's Safety, Health and Environmental Officer
CM	Construction Manager
DWG	Drawings
EO	Environmental Officer
ISO	International Standards Organization
LPI	Liquid Penetrant Inspection
PES	Project Environmental Specifications
PHA	Preliminary Hazard Assessment
PN	(From French Pression Nominal) Nominal Pressure
PSPM	Project Safety Program Manager
PSSM	Project Site Safety Manager
QA	Quality Assurance
SANS	South African National Standards
SASRIA	South African Special Risks Insurance Association
SES	Standard Environmental Specification
SHE	Safety, Health and Environment
SIP	Site Induction Programme
SMP	Safety Management Plan
TNPA	Transnet National Ports Authority
TIG	Tungsten Inert Gas
NDT	Non-Destructive Testing

2 Engineering and the *Contractor's* design

2.1 *Employer's* design

- 2.1.1 The employer will not supply any designs; however, the employer will supply the works information and specifications for works required.

2.2 *Parts of the works which the Contractor is to design*

- 2.2.1 The Contractor will not do any design as the Contractor undertake Works as per employer's specifications. However, the Contractor will be obligated to supply all necessary Equipment and Personnel to properly perform the Works under the Contract including:

- Project management of the execution of the Works and supply of other Goods including planning, scheduling, and reporting to the Employer
- The implementation of QCP`s to demonstrate compliance with the requirements of the Contract.
- Ensuring that the completed Works shall comply with the Codes and Standards and any other applicable statutory requirements.
- Procurement, transportation, and transfer supervision of the Goods
- Scaffolding or any safe working at height equipment.
- Lifting equipment
- Site inspection
- Removal and disposal, as approved by the Employer, of all scrap and rubble generated by the Contractor with the site to a demarcated area on the site.
- All documentation for statutory and regulatory compliance, project controls, training and the operation and maintenance of the Works.

2.3 Review and Acceptance of *Contractor* Documentation

The *Contractor* submits documentation as the '*Works* Information' requires to the *Project Manager* for review and acceptance.

In undertaking the '*Works*' (including all incidental services required), the Supplier shall conform and adhere to the requirements of the '*Contractor* Document Submittal Requirements' Standard included in **Annexure B**.

2.4 Design of Equipment

- 2.4.1 The *Contractor* submits his design details for the following categories of his proposed principal Equipment to the *Project Manager* for his information only.
- 2.4.2 The principal Equipment categories deployed for the *Contractor* to provide the *Works* require its design to be accepted by the *Project Manager* under ECC Clause 23.1.

3 Construction

3.1 Temporary Works, Site Services and Construction Constraints

- 3.1.1 The *Contractor* complies with *Employer's* Site entry and security control, permits, and Site regulations.
- 3.1.2 The *Contractor* bears all costs incurred in providing *Contractor's* personnel with ID cards and access permits to the site.
- 3.1.3 The *Contractor* is specifically excluded from entering the *Employer's* Operational Areas which are outside the Site and Working Areas. The *Contractor* plans and organises his work in such a manner so as to cause the least possible disruption to the *Employer's* operations.

- 3.1.4 The *Contractor* ensures the safe passage of *Contractor's* traffic to and around the Site and Working Areas at all times that includes providing flagmen, protective barriers, signage and so forth for protection, direction and control of traffic.
- 3.1.5 The *Contractor* complies with the following access / egress permissions and restrictions for personnel and Equipment within the Site boundaries requirements of the *Employer*:
- The Contractor ensures that all his construction staff, labour, and Equipment remains within his allocated and fenced off construction area.
 - Prior to bringing Equipment to site the *Contractor* will be required to notify the *Project Manager* as per the NEC 3 communication procedures and provide details of the Equipment to be brought to site and obtain approval from the *Project Manager*, the *Contractor* can only bring equipment once the *Project Manager* issues approval in writing.
 - All Contractor's staff and labour comply with the Employers (TNPA) operational safety requirements and are equipped with all necessary PPE, high visibility apparel and floating apparel.
- 3.1.6 People restrictions on Site; hours of work, conduct and records:
- 3.1.7 The *Contractor's* personnel and Sub-Contractor's on site are restricted from accessing areas outside the approved Working Area.
- 3.1.8 The Contractor complies with the following hours of work for his people including Sub-Contractors employed on the Site:
- Monday to Friday: 07:30am to 15:30pm
- NB:** Should the *Contractor* wish to deviate from the above working hours, a formal request shall be submitted to the *Project Manager* for approval two weeks prior to the start date of the deviation.
- 3.1.9 The *Contractor* keeps daily records of his people engaged on the Site and Working Areas including Sub-Contractors with access to such daily records available for inspection by the *Project Manager* at all reasonable times.

3.2 Health and Safety Facilities on Site

- 3.2.1. All health and safety matters associated with the *Works* shall be dealt with in accordance with Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) and the Transnet National Ports Authority Health and Safety Specifications contained in **Annexure A** to this *Works* Information.
- 3.2.2. The *Contractor* shall prepare, implement and administer the *Contractor's* Health and Safety Management Plan (CHSMP). The Health and Safety Management Plan must provide a systematic method of managing hazards and implementing control measures.
- 3.2.3. The *Contractor* must prepare and submit the occupational health & safety file to the *Project Manager* for acceptance. The *Project Manager* will then submit the occupational health & safety to the TNPA Legal & Compliance Department for approval before the commencement of the *works*.
- 3.2.4. Pre-employment medical examinations as well as exit medical examinations will be required and must further include for chest X-rays. These medical examinations must be carried out by a registered Occupational Health practitioner. All costs associated will be for the *Contractor's* account.

3.2.5. The *Contractor* ensures that its Sub-Contractors comply with the requirements of the Occupational Health & Safety Act, 1993 (Act No. 85 of 1993).

3.2.6. The *Contractor* performs the *works* and all construction activities within the Site and Working Areas in accordance with the *Contractor's* Health and Safety Management Plan (CHSMP).

3.3 Title to Materials from Demolition and Dismantling:

3.3.1. The *Contractor* has no title to all materials arising from dismantling and demolition in the performance of the works with title to such materials remaining with the *Employer*. The *Project Manager* shall instruct the *Contractor* how to label, mark, set aside and/or dispose of such materials for the benefit of the *Employer* in accordance with ECC3 Clause 73.1.

3.3.2. With title to such Materials (as referenced above) remaining with the *Employer*, the *Employer* shall instruct the *Contractor* how to label, mark, set aside and/or dispose of such Materials for the benefit of the *Employer* in accordance with ECC Clause 73.1.

3.4 Co-operating with and Obtaining Acceptance of Others

3.4.1. The *Works* will be performed in an operational environment, work will proceed with normal duties, during the repairs will take place the employees or end user will be notify so that there will be no disruption. The *Contractor* shall have to liaise with the project manager in scheduling work and shall comply with all instructions.

3.4.2. The *Contractor* performs the *Works* and co-operates with The *Employer* (including the agents of the *Employer*) who operates on Site during the entire duration of the Contract period.

3.4.3. The *Contractor* performs the *Works* and co-operates with others, of whom the *Contractor* is to be notified once appointed by the *Employer*, who operate on Site during the entire duration of the Contract period.

3.5 Contractor's Equipment

3.5.1. The *Contractor* keeps daily records of his Equipment used on Site and the Working Areas (distinguishing between owned and hired Equipment) with access to such daily records available for inspection by the Project Manager at all reasonable times.

3.5.2. All Equipment used by the *Contractor* on site shall be properly maintained and operated. All vehicles on public roads shall be roadworthy, with the necessary licences and safety requirements. A checklist/register shall be implemented which lists the operators' qualifications and medical records.

3.5.3. The *Contractor* complies with the following:

- a) The Contractor shall supply all necessary materials, labour, tools, plant, PPE, demarcating signage as per the latest construction regulation and transport required for the proper completion of the works.

3.6 Equipment provided by the Employer

3.6.1. No Equipment will be provided by the *Employer*.

3.7 Site Services and Facilities

3.7.1. No facilities will be provided by the *Employer*. The *Contractor* may, however, make arrangements with the relevant Transnet personnel to make use of ablution facilities that might be on or near the site.

3.7.2. The *Contractor's* site establishment area(s) is to be within the *Contractor's* boundary of the area that will be confirmed with the successful *Contractor* after award and shall be clearly sign posted and be compliant with the relevant safety regulations and restrictions that might be in place until the *Contractor* has de-established from site. The site establishment layout must be approved by the *Project Manager*.

3.7.3. The *Contractor* shall ensure that the area used has a suitable continuous security fence and the necessary access gates. All preparation and fencing, etc. shall be done by the *Contractor* and shall be for his account, this includes clearing away and leaving clean and clear at completion.

3.8 Existing Premises, Inspection of Adjoining Properties and Checking Work of Others

3.8.1. The Contractor will be held responsible for any damage to existing structures (including pipes and pie racks) and surfacing caused by the Contractor during the execution of the contract; fair wear and tear excluded and shall repair it to the satisfaction of the Supervisor on conclusion of the works. For this purpose, a joint inspection with the Supervisor will be carried out prior to occupation of the site(s) and any existing damage noted.

3.9 Safety risk management

3.9.1 The *Contractor* complies with the following Safety Management Plan (SMP): All health and safety matters associated with the *works* will be dealt with in accordance with Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) and the Transnet National Ports Authority Health and Safety Specifications contained in **Annexure A** to this *Works Information*.

3.9.2 The *Contractor* shall prepare, implement and administer the *Contractor's* Health and Safety Management Plan (CHSMP). The Health and Safety Management Plan must provide a systematic method of managing hazards and implementing control measures.

3.9.3 The *Contractor* must prepare and submit the Occupational Health & Safety file to the *Project Manager* for acceptance. The Safety file will then be submitted to the TNPA Legal & Compliance Department for approval before start of the works.

SHE File is to be kept on site at all times. The file as to contain amongst others, if applicable:

- Principal Contractors Organogram
- Letter Of Good Standing with Compensation Fund
- Notification Letter of Construction Work ~ Department of Labour (If Applicable)
- Appointments
- Induction: Employees And Visitors: Staff Medical Certificates
- Principal Contractor's SHEQ Policy
- Health & Safety Plan, Integrated Legal Register, Client Specification
- Fall Protection Plan (If Applicable)
- Risk Assessments: Method Statements: Safe Operating Procedures
- Incidents / Accidents Register and Investigation Reports
- Health And Safety Training Records - Induction Records and Toolbox Talks
- Emergency Contact Telephone Numbers
- Business Continuity Plan Including Emergency Plan
- Documented Proof of Daily Toolbox Safety Talks/ DSTI
- Inspections Checklist
- All Registers
- Welfare Facilities
- Electrical Compliance
- Mandatory Agreement
- Communication Plan
- Training Records and Competency Certificates
- General (Section 37(2), Site Access Certificate)
- Environmental Management Plan

3.10 Environmental and waste management

3.10.1 During the preparation and implementation of the project on site should there be waste generated:

The Tender will be expected to follow TNPA proper waste management.

Ensure that high level of housekeeping is maintained at all times.

Comply with all legal and other requirements including this specification.

Provide method statement that includes waste management plan

3.10.2 The Environmental Management Plan (EMP) to be kept on the SHE File must include, but not limited to the following sections detailing possible environmental aspects, impacts and management controls pertaining to aspects and impacts identified:

- Protection of sensitive/no-go areas
- Management of hazardous chemicals and flammable substances
- Pollution control & Spill response
- Waste Management
- Environmental education and awareness
- Protection of marine species and birds
- Monitoring and auditing

4 Completion, testing, commissioning and correction of Defects

4.1.1 The *work* to be done by the Completion Date

On or before the Completion Date the Contractor shall have done everything required to Provide the Works including the work listed below which is to be done before the Completion Date and in any case before the dates stated. The Project Manager cannot certify Completion until all the work listed below has been done and is also free of Defects, which would have, in his opinion, prevented the Employer from using the works and Others from doing their work.

Item of work	To be completed by
Certificates of Compliance	Within 2 days prior to Completion.
Snag and inspection before hand over	Within 2 days prior to Completion.
<i>Copy of the Technical Specification, data pack</i>	<i>At Handover</i>

4.1.2 The *Contractor* is permitted to carry out the following *works* after Completion:

a) Snags if they are being identified at the handover.

4.1.3 Use of the *works* before Completion has been certified.

a) The *Employer* uses the following part / parts of the *works* before Completion is certified by the *Project Manager* which do not constitute take over by the *Employer* for the reason(s) stated: operational reasons.

4.1.4 Materials facilities and samples for tests and inspections

The Tenderer will be required to provide samples of the material to be used

4.1.5 Access given by the *Employer* for correction of Defects

- Upon prior arrangement, The Contractor will be granted access to Island View to correct any defects.

4.1.6 The *Contractor* complies with the following constraints and procedures of the *Employer* where the *Project Manager* arranges access for the *Contractor*:

- Safety requirements, develop method statement and risk assessment.
- Undergo TNPA inductions in order to obtain access permits.
- Obtain access permits from TNPA and Cutler permit office.

4.1.7 Operational maintenance after Completion

- The Contractor performs no further operational maintenance in relation to the works after Completion.

4.2 Plant and Materials Standards and Workmanship

Investigation, Survey and Site Clearance

4.2.1 The *Contractor* will be responsible for the setting out of the works.

Prior to commencing the works the *Contractor* records any defects or inaccuracies related to the existing potable stainless steel waterpipe at Island View and presents this record to the *Project Manager* for acceptance. Only items recorded in this manner will be accepted as having pre-existed the Works and the remedying of all other damage will be the *Contractors* responsibility and for his cost.

Workmanship

4.2.2. The Contractor shall ensure that all sub-Contractors have obtained a copy of the *Works Information* requirements and that the sub-Contractors have thoroughly familiarised themselves with the contents of the Works Information. The Contractor shall also ensure that all sub-Contractors are suitably qualified and experienced to carry out the work for which they have been sub-contracted.

4.2.3. The *Project Manager* may, at his discretion, require a Quality Audit of Sub-Contractor (s) to ensure that the sub-Contractor(s) have the necessary management, facilities, skilled staff and quality control facilities to provide the Works to ensure compliance with the Works Information.

4.3 Particular Specifications

4.3.1. Refer to the following Annexures to this *Works Information*:

- a) Annexure A – Transnet National Ports Authority Health and Safety Specifications
- b) Annexure B – Transnet National Ports Authority Standard Environmental Specifications.

5 List Of Drawings

5.1 Drawings issued by the *Employer*

- The Employer will make available all the available drawings as required by the service provider. Where there are no existing layouts, the Contractor will be required to develop a layout

SECTION 2

6 Management and start up

6.1 Management meetings

6.1.1. All meetings are to be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register are not to be used for the purpose of confirming actions or instructions under the contract as these are to be done separately by the person identified in the conditions of contract to carry out such actions or instructions

Regular meetings of a general nature may be convened and chaired by the *Project Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Kick-off meeting	Once off at beginning of contract	223 Maydon Road, Maydon Wharf	<i>Project Manager</i> (and appropriate key persons) and <i>Contractor</i>
Overall contract progress and feedback	Monthly on Friday's	223 Maydon Road, Maydon Wharf	Project Manager, Supervisor (as necessary) safety officer and Contractor
Handover Meeting on completion	Project Completion	223 Maydon Road, Maydon Wharf.	Project Manager, Supervisor (as necessary) and Contractor

Meetings of a specialist nature may be convened as specified elsewhere in this Works Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *works*. Records of these meetings are to be submitted to the *Project Manager* by the person convening the meeting within five days of the meeting.

All meetings are to be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register are not to be used for the purpose of confirming actions or instructions under the contract as these are to be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

6.2 Documentation Control

6.2.1. All incoming documents (external origin) shall be forwarded to the project manager for scanning, filing, including reference, sequential number allocation and registration.

6.3 Insurance provided by the Employer

6.3.1. Insurance provided by the *Employer* is contained in the Contract Data – Part 1.

6.4 Records of Defined Cost, Payments, and Assessments of Compensation

Events Kept by *Contractor*

6.4.1. The *Contractor* keeps the following records available for the *Project Manager* to inspect:

- a) Records of design employee's location of work (if appropriate).
- b) Records of Equipment used, and people employed outside the Working Areas (if applicable)

6.3 Programming constraints

6.3.1 The *Contractor* uses programme software package when submitting programme that is accepted by the *Project Manager*.

6.3.2 The *Contractor* shows on his Accepted Programme and all subsequently revised programmes schedules showing the critical path or paths and all necessary logic diagrams demonstrating sequence of operations.

6.3.3 The *Contractor's* programme shows duration of operations in working days [please state here or by cross-reference elsewhere in C3.1 *Employer's* Works Information to normal hours of a working days and what is a normal working week].

6.3.4 The *Contractor's* programme shows the following levels:

- Level 1 Master Schedule – defines the major operations and interfaces between engineering design, procurement, fabrication and assembly of Plant and Materials, transportation, construction, testing and pre-commissioning, commissioning and Completion.
- Level 2 Project Schedule – summary schedules 'rolled up' from Level 3 Project Schedule described below
- Level 3 Project Schedule – detailed schedules generated to demonstrate all operations identified on the programme from the starting date to Completion. Individual operations will be assigned a code. The Project Manager notifies any subsequent layouts and corresponding filters on revised programmes
- Level 4 Project Schedule – detailed discipline speciality level developed and maintained by the *Contractor* relating to all operations identified on the programme representing the daily activities by each discipline
- A narrative status report, which includes status and performance of operations on the Site and Working Areas; status and performance of operations outside the Working Areas; manpower histograms; S-curve of overall progress; critical action items (top 10) and deviations from the Accepted Programme and action plan to rectify

6.3.5 The *Contractor* shows on each revised programme he submits to the *Project Manager* a resource histogram showing planned progress versus actual, deviations from the Accepted Programme and any remedial actions proposed by the *Contractor*.

6.3.6 The Contractor submits programme report information to the Project Manager at weekly intervals in addition to the intervals for submission of revised programmes stated under Contract Data Part One.

6.3.7 The *Contractor's* weekly programme narrative report includes:

- Level 4 Project Schedule – showing two separate bars for each task i.e. the primary bar must reflect the current forecast dates and the secondary bar the latest Accepted programme.
- 3-week Look ahead Schedule - showing two separate bars for each task i.e. the primary bar must reflect the current forecast dates and the secondary bar the latest Accepted programme.
- Manpower Histogram – reflecting actual, forecasted and planned activities
- S-curves – reflecting the actual percentage complete versus the planned percentage for the overall contract utilising the earned values as calculated by the detailed progress report.

6.3.8 The *Employer* (including the agents of the *Employer*) operates on Site during [either state specific calendar dates or timings when the *Contractor* has completed certain elements of the *works* etc].

6.4 Insurance provided by the Employer

6.4.1 Insurance provided by the *Employer* is contained in the Contract Data – Part 1.

6.5 Contract change management

6.5.1 No additional requirements apply to ECC Clause 60 series.

6.6 The Contractor's Invoices

6.6.1 When the *Project Manager* certifies payment (see ECC Clause 51.1) following an assessment date, the *Contractor* complies with the *Employer's* procedure for invoice submission.

6.6.2 The invoice must correspond to the *Project Manager's* assessment of the amount due to the *Contractor* as stated in the payment certificate.

6.6.3 The invoice states the following:

Invoice addressed to Finance Dept Transnet National Ports Authority,

Port Of Durban

P O Box 1027

Durban, 4000

Invoice number.

The *Contractor's* VAT Number; and

The Contract number/ order number

6.6.4 The invoice is presented either by email or by hand delivery.

6.6.5 **Invoices submitted by hand delivery, addressed to:**

Transnet National Ports Authority

Building and Marine Depot

223 Maydon Road

Maydon wharf

Durban, South Africa, 4001

TRANSNET NATIONAL PORTS AUTHORITY

TENDER NUMBER: TNPA/2026/07/0005/114605/RFP

DESCRIPTION OF THE WORKS: REPAIRS TO POTABLE STAINLESS STEEL WATER PIPELINE IN THE PIPELINE RACK FROM BERTH ONE (01) TO BERTH TEN (10), AT ISLAND VIEW IN THE PORT OF DURBAN FOR A PERIOD OF SIX (6) MONTHS



For the attention of The Contract Administrator, Transnet National Ports Authority.

The invoice is presented as an original.