Scope of Work – Approval

Subject: Provision of Scaffolding Services for Transnet SOC Ltd (registration no. 1990/000900/30) operating as Transnet Port Terminals (hereinafter referred to as "TPT") at Port of Port Elizabeth and Ngqura Container Terminals on an as and when required basis for a period of thirty-six (36) months.

PART C3: SERVICE INFORMATION

Document reference	Title	No of pages
	This cover page	1
C3.1	*Service Information*	14
	Total number of pages	15

INTERPRETATION AND TERMINOLOGY

Abbreviation	**Meaning given to the abbreviation**
BOT	Bulk Ore Terminal
CIDB	Construction Industry Development Board
EC	Eastern Cape
ECSA	Engineering Council of South Africa
NCT	Ngqura Container Terminal
PE	Port Elizabeth
PECT	Port Elizabeth Container Terminal
PPE	Personal Protective Equipment
PrEng	Professional Engineer
SANS	South African National Standards
SHE	Safety, Health and Environment
TNPA	Transnet National Port Authority
TPT	Transnet Port Terminals

Contents

Scope of Work – Approval ***0***
PART C3: SERVICE INFORMATION ***1***
INTERPRETATION AND TERMINOLOGY ***2***
1 Description of the service ***5***
1.1 Executive overview 5
1.2 Employers Objective 5
1.3 Employer's requirements for the service 5
1.4 The Contractor shall provide the following types of scaffold: 7
1.5 Tests and inspections before and during the Provision of the Service as per Service Information 7
2 LIST OF REFERENCE SPECIFICATIONS ***7***
3 Management strategy and start up ***8***
3.1 Management Meetings 8
3.2 Contractor's management, supervision and key people 8
3.3 Document Control 9
3.4 Invoicing and payment 9
3.5 Contract change management 10
3.6 Records of Defined Cost to be kept by the Contractor 10
3.7 Design and supply of Equipment 10
3.8 Things provided at the end of the service period for the Employer's use 10
3.9 Management of work done by Task Order 10
4 Health and safety, the environment and quality assurance ***10***
4.1 All health and safety matters associated with the works will be dealt with in accordance with Occupational Health and Safety Act, 1993 (Act no 85 of 1993) & Regulations and the approved safety file by the Employer. The Employer reserves the right to review the OHS requirements to address operational risks, and the Contractor shall comply with the latest OHS requirements as amended at no cost for the duration of the contract. 11
4.2 The Contractor shall comply with the Compensation for Occupational Injuries and Diseases Act 1993 (Act 130 of 1993), and any amendment thereof. 11
4.3 The Contractor shall comply with the Safety Rules for Transnet, as adopted from time to time, a copy of which can be obtained from the representative of TPT. 11
4.4 The Contractor shall comply with all laws, provincial ordinances, local authority bylaws, and all relevant regulations which are applicable to the works. 11
4.5 The Contractor shall always maintain good housekeeping at the work area. 11
4.6 The Contractor must prepare and submit the Occupational Health and Safety file to TPT SHEQ Department for acceptance before start of the works. SHE file is to always be kept on site. The file is to contain amongst others all that is applicable as contained in Annexure A. . 11
4.7 The section 37(2) agreement as stipulated under the OHS Act no 85 of 1993 must be signed by Contractor and Employer representatives. 11
4.8 The Contractor's SHE professional must conduct internal audits at planned intervals (for the duration of the contract) to monitor compliance with the contractual health and safety requirements. 11

4.9 The Contractor may be selected during internal and/or external audits to verify compliance with legal and contractual OHS requirements. The Service Manager will communicate this at relevant time periods, and the Contractor will avail themselves for this audit..... 11

4.10 The Contractor shall be required to conduct daily mini task risk assessments (DSTIs – daily safe task instruction) for each task planned to be performed on site, this shall be submitted to the employer for each day when there is scaffolding on site. 11

4.11 OHS Key Performance Indicators 11

5 Procurement 12

5.1 People 12

5.2 Plant and Materials..... 12

6 Access to the Affected Property..... 13

6.1 The *Contractor* will need to comply with the following security requirements once his SHE file has been approved: 13

6.2 The Employer does not permit any passengers to be transported at the back of any truck, light duty vehicle (e.g. bakkie), or light commercial vehicle. 13

6.3 The *Contractor* complies with the Employer's Affected Property entry and security control, permits, and Affected Property regulations. 13

6.4 The *Contractor* plans and organizes his work in such a manner to cause the least possible disruption to the Employer's operations. 13

6.5 The *Contractor* ensures safe passage to the Affected Area. 13

6.6 The *Contractor* ensures that all his Service staff, labour, and equipment remain within the working Area..... 13

6.7 All the *Contractor's* staff and labour working with the Affected Area complies the Employer's safety requirements and are equipped with all the necessary personal protective equipment (PPE). 13

6.8 The Contractor and Employee ensures that all employees attend the induction to ensure that they are familiar with the requirement of the port. The Employee provides induction to Contractor employees. 13

6.9 The Contractor keeps daily records of his people engaged on the Affected Area with access to such daily records available for inspections by the Service Manager at all reasonable times. 13

6.10 People restrictions, hours of work, conduct, and records 13

6.11 Health and Safety facilities on the Affected Property 14

6.12 Cooperating with and obtaining acceptance of Others 14

6.13 Equipment provided by the Employer 14

6.14 Site Services and Facilities 14

C3.1 Service Information

1 Description of the *service*

1.1 Executive overview

Transnet Port Terminals is a division of Transnet SOC Limited whose core business is to provide cargo handling and logistics services to a wide spectrum of customers, including shipping lines, freight forwarders and cargo owners. Operations are divided into four major business segments, namely containers, bulk, break bulk and automotive. The Port Elizabeth Bulk Ore Terminal (PEBOT) comprises of conveyor belts, ship loaders, stackers and tipplers for handling manganese ore. The Port Elizabeth Container Terminal (PECT) and Ngqura Container Terminal (NCT) are equipped with Ship to Shore (STS) cranes, Straddle Carriers, Rubber Tyred Gantry (RTG) cranes, Haulers, Mobile Harbour Cranes, Reach Stackers and Rail Mounted Gantries (RMG) used to handle containers.

To achieve the required sustainability and operational targets the terminals' port equipment requires maintenance and repairs at specified intervals. The provision of scaffolding services is required to ensure safety and ease of access to elevated areas when planned or unplanned maintenance is taking place at elevated positions where there is no safe access for technical personnel to perform their duties. The Contractor shall provide expertise, supervision, labour, transport for the works during general maintenance, outages, and projects.

1.2 Employers Objective

The Employer's objective is to appoint a Contractor for the supply, delivery, offload and load, installation, and uninstallation of scaffolding at PEBOT, PECT, and NCT Terminals as and when required for a period of thirty-six (36) months on an as and when required basis.

1.3 Employer's requirements for the service

1.3.1 The services will be provided on an as and when required basis to the following terminals:

1.3.1.1 Ngqura Container Terminal (NCT)

1.3.1.2 Port Elizabeth Container Terminal (PECT)

1.3.1.3 Port Elizabeth Bulk Terminal (PEBOT)

1.3.2 The Contractor is required to provide the following services:

1.3.2.1 Scaffolding services for all breakdowns and planned maintenance activities.

1.3.2.2 Scaffolding specific safety and statutory requirements.

1.3.2.3 Tagging systems.

1.3.2.4 Adequate materials and tools for scaffolding requirement.

1.3.2.5 Accommodation and transport for their employees.

1.3.2.6 Mess room facilities on site for their employees.

1.3.2.7 Change room facilities for their employees and connection of Contractor's site services to the connection points provided by the Employer.

1.3.2.8 Scaffolding transport and offloading & loading from transportation.

1.3.3 The Contractor shall mobilize within 24 hours for breakdown call outs.

1.3.3.1 A breakdown or emergency means a serious and unexpected situation that has arisen or will arise and pose an immediate risk to health, lift, property, or the environment.

1.3.3.2 A breakdown or emergency is a situation that requires urgent action that may negatively impact the Employer's business operations.

1.3.4 The Contractor shall design, supply, deliver or transport, offload, erect, modify, inspect, and dismantle the scaffolding.

1.3.5 The Contractor shall ensure that enough personnel are available to adequately provide the service to all three (3) terminals simultaneously.

1.3.6 The areas and equipment at NCT where the services are taking place are:

1.3.6.1 Ship To Shore Crane (STS)

1.3.6.2 Rubber Tyred Gantry Crane (RTG)

1.3.6.3 Rail Mounted Gantry Crane (RMG)

1.3.7 The areas and equipment at PECT where the services are taking place are, but not limited to:

1.3.7.1 Ship To Shore Crane (STS)

1.3.7.2 Mobile Harbour Crane (MHC)

1.3.7.3 Straddle Carrier

1.3.8 The areas and equipment at PEBOT where the services are taking place are, but not limited to:

1.3.8.1 Tippler

1.3.8.2 Stacker

1.3.8.3 Reclaimer

1.3.8.4 Ship Loader

1.3.8.5 Conveyor Galleries and transfer houses

1.3.9 The Contractor shall provide a competent Scaffold Inspector to execute all statutory inspections for all scaffolding after erection, modification, inclement weather, or as and when requested by the Employer.

1.3.10 Each scaffolding that is deemed safe for use shall be furnished a valid erection & inspection record safety tag. A scaffolding inspection register shall be kept on site and made available to the Employer. The register shall contain details of any faults and corrections found during inspection of the scaffolding.

1.3.11 A Scaffolding team shall comprise of at least:

1.3.11.1 Site Supervisor

1.3.11.2 Scaffold Inspector

1.3.11.3 Charge Hand

1.3.11.4 Scaffolder

1.3.11.5 Fixer

1.3.11.6 General Worker

1.3.12 A Safety, Health, and Environment (SHE) Officer is required for each site where the scaffolding services are being rendered.

1.3.13 Planned Maintenance: PEBOT has the following requirement:

1.3.13.1 Ten (10) day maintenance window at least once a year for the entire plant.

1.3.13.2 Seven (7) day maintenance window at least once a year for shipping equipment.

1.3.14 Planned and unplanned maintenance activities may be inclusive of weekend work (Saturday and Sunday) and paid public holidays (PPH) thus the availability to work 24/7 where required shall be communicated beforehand.

1.3.15 The Contractor shall ensure that all scaffolding is designed by a competent person.

1.4 The Contractor shall provide the following types of scaffold:

1.4.1 Independent
1.4.2 Cantilever
1.4.3 Mobile Tower
1.4.4 Hanging or suspended

1.5 Tests and inspections before and during the Provision of the Service as per Service Information

1.5.1 The Contractor and Service Manager shall inspect all works and agree on condition of the work and whether to accept or reject.
1.5.2 All rejected work shall be rectified and defects addressed as a matter of urgency due to employee safety and not to delay other works that are dependent on the scaffolding services.
1.5.3 All accepted work, amendments, defects, and rectifications shall be captured on Quality Control documentation.

2 LIST OF REFERENCE SPECIFICATIONS

The above stipulation is for information and reference purposes only. Please refer to electronic references.

Title	Title
The design, erection, use and inspection of access scaffolding	SANS 10085-1:2024
Steel tubes for non-pressure purposes Part 1: Sections for scaffolding, general engineering and structural applications	SANS 657-1:2024
Temporary suspended platforms	SANS 10295-2:2010
Quality and safety services	SANS 9001
Construction Regulations 2014	CR16 (1) and (2)

Occupational Health and Safety Act No. 85 of 1993	OHS Act 85 of 1993

3 Management strategy and start up

3.1 Management Meetings

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

Title and purpose	**Approximate time & interval**	**Location**	**Attendance by:**
Kick-off	Start of contract, once-off	Teleconference, MS Teams	Employer, Service Manager, Contractor, and Other as required
PEBOT Shutdown meeting	Daily – everyday at 07h00 and 16h00 during shutdown period	Workshop 17 boardroom	Employer, Service Manager, Contractor, and Other as required
Service Level Agreement feedback	Monthly	Teleconference, MS Teams	Employer, Service Manager, Contractor, and Other as required
Risk reduction meeting	As requested by either party	Teleconference, MS Teams	Employer, Service Manager, Contractor, and Other as required
At the risk reduction meetings, items as prescribed in TSC Clause 16.2 and 16.3 are discussed. The Risk Register is updated by the Service Manager and distributed within five days of the meeting.			
Meetings of a specialist nature	Ad hoc	Teleconference, MS Teams	Employer, Service Manager, Contractor, and Others as required

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

3.2 Contractor's management, supervision and key people

The Contractor ensures that his employees are reasonably fluent in the language of the contract.

The Contractor is to always maintain a harmonious relationship and co-operate with the Employer, Service Manager, and all its sub-contractors or their employees who may be involved in the services.

The Contractor provides people who are responsible for supervision and are contacted for day-to-day scaffolding requirements. The Contractor will ensure qualified safety management by providing a safety officer, where required. The Contractor must submit an Organogram and a list of people on site to the Service Manager. All skilled and professional personnel should provide proof of qualifications or training from recognised and accredited institutions.

3.3 Document Control

At any given time, documentation is identified with the Contractor, which indicates source, recipient, communication number, etc. All contractual communications will be in the form of properly compiled letters or forms attached to e-mails and not as a message or in the e-mail itself. The routing of all written communications is between the Service Manager and the Contractor only; any agreements between the Contractor and any other person representing the Employer which has not been routed via the Service Manager are to be null and void. Any instructions written or verbal resulting in any changes to the duration, quality, or cost of the service may only be issued by the Service Manager.

All communication and decisions must be in writing and must be signed. E-mail correspondence is an acceptable and legal form of communication.

The Contractor submits an electronic version of the following documentation with his tender and finalized on contract award:

- Method Statements in the Contractor's plan
- Quality Control Plans
- Material list
- Equipment lists
- Signed company risk assessment
- Signed organisational structure
- Overall cost breakdown of all service costs
- Appointments of all personnel
- Proof of qualification for key personnel

3.4 Invoicing and payment

3.4.1 Within one week of receiving a payment certificate from the Service Manager in terms of core clause 51.1, the Contractor provides the Employer with a tax invoice showing the amount due for payment equal to that stated in the Service Manager's payment assessment certificate.

3.4.2 When the Service Manager certifies payment (see TSC3 Clause 51.1) following an assessment date, the Contractor complies with the Employer's procedure for invoice submission.

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

3.4.4 The invoice states the following:

- Name and address of the Supplier
- Invoice addressed to Transnet SOC Limited;
- Transnet Limited's VAT No: 4720103177;
- Invoice number;
- The *Contractor's* VAT Number; and
- The Vendor number
- The Contract number
- Purchase Order (PO) number
- Invoice should be broken down into items of price list
- An assessment is jointly completed by the Service Manager and the Contractor and are in agreement.

3.4.5 All invoices are to be accompanied by the Payment Assessment Certificate as issued by the Service Manager.
3.4.6 The invoice is presented either by email.

3.4.7 The invoice and statement are presented as originals. The originals must be in receipt by the Service Manager on or before the last working day of the month. A bill format as per the tender document indicating previously paid, paid to date and amount due for the month.

3.5 Contract change management

Any changes necessary to the contract must be agreed with the Service Manager before any are executed and communicated using standard NEC forms.

3.6 Records of Defined Cost to be kept by the Contractor

To substantiate the Defined Cost of compensation events, the Employer requires that the Contractor keep records of amounts paid by them for people employed by the Contractor, Plant and Materials, work subcontracted by the Contractor, and Equipment. These records need to be available on a spreadsheet in case a compensation event is agreed on

3.7 Design and supply of Equipment

The Contractor ensures that all designs can fulfil the requirements and supplies all Equipment required for the services and ensures that they are adequate.

3.8 Things provided at the end of the service period for the Employer's use

3.8.1 Equipment

None

3.8.2 Information and other things

The Contractor, upon request, submits records of all information that is utilized during the period of thos contract.

3.9 Management of work done by Task Order

The Service Manager issues the Contractor with a Task Order. This Task Order authorises work to be done by the Contractor. No works are to be executed without a Task Order. The Service Manager issues a Task Order to the Contractor which clearly specifies the work to be performed, additional specification; procedures; and any other constraints in providing the service. The Task Order is issued before the Contractor provides the service.

The Services Manager issues the Task Order to the contract in a timely manner that allows the Contractor to properly plan the service within the period(s) stated on the task order. The Contractor performs the service in accordance with the task order issued and completes it within the period specified in the Task Order

All services provided comply with this contract and the procedures stated. Should the Contractor be unable to supply the resources required to complete the Task Order within the period specified, the Contractor immediately notifies the Service Manager. The notification includes recommendations as to how the work can be completed timeously.

4 Health and safety, the environment and quality assurance

4.1 All health and safety matters associated with the works will be dealt with in accordance with Occupational Health and Safety Act, 1993 (Act no 85 of 1993) & Regulations and the approved safety file by the Employer. The Employer reserves the right to review the OHS requirements to address operational risks, and the Contractor shall comply with the latest OHS requirements as amended at no cost for the duration of the contract.

4.2 The Contractor shall comply with the Compensation for Occupational Injuries and Diseases Act 1993 (Act 130 of 1993), and any amendment thereof.

4.3 The Contractor shall comply with the Safety Rules for Transnet, as adopted from time to time, a copy of which can be obtained from the representative of TPT.

4.4 The Contractor shall comply with all laws, provincial ordinances, local authority bylaws, and all relevant regulations which are applicable to the works.

4.5 The Contractor shall always maintain good housekeeping at the work area.

4.6 The Contractor must prepare and submit the Occupational Health and Safety file to TPT SHEQ Department for acceptance before start of the works. SHE file is to always be kept on site. The file is to contain amongst others all that is applicable as contained in Annexure A.

4.7 The section 37(2) agreement as stipulated under the OHS Act no 85 of 1993 must be signed by Contractor and Employer representatives.

4.8 The Contractor's SHE professional must conduct internal audits at planned intervals (for the duration of the contract) to monitor compliance with the contractual health and safety requirements.

4.9 The Contractor may be selected during internal and/or external audits to verify compliance with legal and contractual OHS requirements. The Service Manager will communicate this at relevant time periods, and the Contractor will avail themselves for this audit.

4.10 The Contractor shall be required to conduct daily mini task risk assessments (DSTIs – daily safe task instruction) for each task planned to be performed on site, this shall be submitted to the employer for each day when there is scaffolding on site.

4.11 OHS Key Performance Indicators

4.11.1 Always maintain good housekeeping in area of responsibility.

4.11.2 Monitor and report all near misses.

4.11.3 Conduct Planned Job Observation (PJO).

4.11.4 Maintain zero fatalities for the duration of the project.

4.11.5 All incidents must be reported immediately on the shift during which the incident occurred.

4.11.6 All incident investigations are completed within 7 days of the occurrence of an incident.

4.11.7 Incident investigation recommendations shall be closed within the recommended time frame recorded in the incident investigation report.

4.11.8 Close non-conformance as per the recommended time frames.

Note: Induction and access to site will only be provided after the SHE file has been submitted and accepted by the Employer.

Contract completion and sign off

On completion of the task order, the Employer (led by the site representative) involved in the project, together with the Contractor, conducts the final meeting to identify the gaps before the contract close-out. Before the final invoice is paid/processed, the Service Manager ensures that the below requirements are met:

a) Close all incidents and audit findings
b) Clean the respective area and ensure good housekeeping where the Contractor was working.
c) Contractor submits safety statistics to Employer's Safety Department for closeout and filing.

5 Procurement

5.1 People

5.1.1 Minimum requirements of people employed

As deemed and agreed necessary by Employer and Contractor to complete the scope of work. The Contractor is to abide by South Africa's labour laws on foreign employees' work permit requirements.

5.2 Plant and Materials

5.2.1 Specifications

The Contractor is to comply with all the standard and regulation in section 2 with no exceptions.

5.2.2 Correction of defects

The Contractor corrects defects immediately after receiving a notification about the defect or becoming aware of the defect. This is to prevent the existence of defects delaying the work, especially during outages (shutdowns).

5.2.3 Procurement of Plant and Materials

The Contractor procures materials as per the need for completing the service. The Contractor registers all the plant and materials with the Employer. This is to ensure that when the Contractor needs to take something off site, there is proof that the contractor owns that item. All vehicles utilised for the duration of this contract must be roadworthy and certified in terms of the National oad regulations of South Africa. The Contractor is responsible for ensuring that all his/her belongings are always stored safely and do not obstruct other operations in the port.

5.2.4 Test and inspections before delivery

The Contractor ensures that scaffolding structures and platforms are ready to be utilised for work in the Employer's premises and inspected daily, tagged with green tags, and endorsed "Ready for use", and stipulate the date it was inspected. A red teg must be attached to structures and platforms that are not ready to be utilised for work and must be endorsed "Do not use".

6 Access to the Affected Property

6.1 The *Contractor* will need to comply with the following security requirements once his SHE file has been approved:

6.1.1 Copy of Identification Document (SAPS Certified)
6.1.2 Duration of permit required
6.1.3 Name list of persons and list of vehicles
6.1.4 Copy of Safety Induction Register
6.1.5 Copy of Medical fitness certificates
6.1.6 Driver's licenses for all vehicles' drivers (SAPS Certified)
6.1.7 Valid roadworthy certificate for all vehicles / copy of latest license renewal
6.1.8 Hired vehicle – Proof of Lease agreement

6.2 The Employer does not permit any passengers to be transported at the back of any truck, light duty vehicle (e.g. bakkie), or light commercial vehicle.

6.3 The *Contractor* complies with the Employer's Affected Property entry and security control, permits, and Affected Property regulations.

6.4 The *Contractor* plans and organizes his work in such a manner to cause the least possible disruption to the Employer's operations.

6.5 The *Contractor* ensures safe passage to the Affected Area.

6.6 The *Contractor* ensures that all his Service staff, labour, and equipment remain within the working Area.

6.7 All the *Contractor's* staff and labour working with the Affected Area complies the Employer's safety requirements and are equipped with all the necessary personal protective equipment (PPE).

6.8 The Contractor and Employee ensures that all employees attend the induction to ensure that they are familiar with the requirement of the port. The Employee provides induction to Contractor employees.

6.9 The Contractor keeps daily records of his people engaged on the Affected Area with access to such daily records available for inspections by the Service Manager at all reasonable times.

6.10 People restrictions, hours of work, conduct, and records

6.10.1 The Contractor shall keep records of his employees on site, which the Service Manager always has access to. These records may be needed when assessing compensation events, as well as any Employer's payments assessments for invoicing. The Employer's operations take priority to the service provided by the Contractor; thus the Contractor will liaise with the Employer in terms of any service distraction due to the Employer's operations, and Service Manager does the same.

6.11 Health and Safety facilities on the Affected Property

The Contractor contacts and informs the Service Manager or the delegated person of any emergency that may need urgent attention and poses harm to any worker. The Contractor ensures that all necessary equipment or facilities regarding first aid are available around the area of work at within 50-meter radius. This refers to first aid equipment i.e. fire extinguishers, first aid box, etc.

6.12 Cooperating with and obtaining acceptance of Others

Other Contractors or the Employer's employees may need to be in the area of the plant where the Contractor is providing the service. The Contractor should liaise with the Service Manager or his/her appointed delegate to manage the interface.

6.13 Equipment provided by the Employer

As deemed necessary and agreed by the Employer and Contractor, the Employer will provide a Mobile crane, Crane operator, and a Rigger. These provisions by the Employer shall only be used in providing the service.

6.14 Site Services and Facilities

Provided by the Employer

The Employer supplies the following site services:

a) Point of connection for water
b) Point of connection for power or electricity (220 V)
c) Place for the Contractor's site establishment
d) Ablutions; if available

Provided by the Contractor

a) Chemical toilets for all Contractor employees if site ablutions are not enough for all
b) Water connection materials and labour
c) Power or electricity materials and labour
d) Preparation of the Contractor's temporary site
e) Contractor offices
f) Change room and ablution facilities for Contractor employees