



# COMMUNICATION MANAGEMENT REPORT

---

## COMMUNICATION MANANAGEMENT REPORT

For: Transnet Port Terminals (TPT), Saldanha

Project Name: FEL3 - Saldanha Bulk Terminal Equipment Refit: Stacker Reclaimers, Ship Loaders and Tippler 2. (Phase-4: Stacker Reclaimer 3)

Project Number: Z.5200160

Author: Graham Handley  
Owner: Louis du Toit (Terminal Manager)  
Client: Transnet Port Terminals (TPT)  
Project Sponsor: Andiswa Dlanga (Managing Executive)  
Project Manager: Graham Handley

Revision Number: 00  
Approved by: Lipuo Lebakeng

Document No: Z.5200160-CMR

---

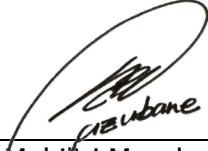
**DOCUMENTATION DISTRIBUTION, REVISION AND APPROVAL HISTORY**

<b>REVISION NUMBER</b>	<b>DATE</b>	<b>DISTRIBUTION</b>	<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED BY</b>
00	23/11/2020	1	G. Handley	M. Mazubane	L. Lebakeng


**SIGNATORIES:**

Prepared by:   
\_\_\_\_\_  
Graham Handley  
Snr. Project Manager

23/11/2021  
\_\_\_\_\_  
Date

Reviewed by:   
\_\_\_\_\_  
Mphisi Mazubane  
Snr. Manager

23/11/2021  
\_\_\_\_\_  
Date

Approved by:   
\_\_\_\_\_  
Lipuo Lebakeng  
Corporate Affairs Manager

03/03/2021  
\_\_\_\_\_  
Date

---

## 1. Introduction

This document describes the Communication Management Plan for the BTS Equipment Refit project FEL4.

## 2. Objective

To enable effective, constant communication between all stakeholders on the project. Specific goals shall be to:

- Provide a structured mechanism to convey to all stakeholders the appropriate project related information to ensure that they are kept informed of progress and issues related to project delivery.
- Provide to TPT senior management/ Client/ Steering Committee the necessary project related information to assess the project's status.
- Provide all project related information on a regular basis to TPT senior management and Client indicating the status, risks, financial information and all other project issues raised during the reporting period.
- Provide a mechanism for seeking and acting on feedback from stakeholders, and encourage stakeholder involvement.
- Ensure that correct information is transmitted to the relevant people at the right time.



### 3. Project Specific Communication Plan

Project Management Meetings		
Meeting	Frequency	Convenor
Project Steerco	Monthly	Senior Manager TPT Capital Execution
Project Risk Workshop	Every 4 Months	Project Manager/Risk Manager
Project Progress Meeting (Incl. Risk Review)	Monthly	Project Manager

Site Meetings during execution		
Meeting	Frequency	Attendance by:
Site/Contractor kick off meeting	Once. At site establishment	Construction Management Team, Project Management team, Contractors management team
Execution progress meeting	Daily during execution	Construction Management Team, Project Management team, Contractors management team
Weekly SHE meetings	Weekly during execution phase	Construction Management Team, Contractors management team
SHE Mobilisation Meeting	1 week prior to site establishment	Construction Management Team, Project Management team, Contractors management team

#### 4. Critical Stakeholders

Division/Role	Name	Contact
<b>TPT</b>		
GM Capital Projects and Operations Technology	Sathish Ganesh	083 388 7456
Senior Manager Capital Projects	Mphilisi Mazubane	021 449 6449
Senior Project Manager	Graham Handley	021 449 4381
Project Manager	Singatha Limba	072 859 8590
Terminal Manager	Greg Abrahams	083 285 3524
Project Sponsor	Andiswa Dlanga	083 368 9779
Chief Engineer	Carols Engelsman	073 191 9990
Engineering Manager: Plant	Ebrahim Jacobs	022 703 4420
Engineering Manager: Technical Services	Kallie Niemand	022 703 4998
SHERQ Manager	Rejean Viljeon	022 703 4939
Chief Operations Manager MPT	Eben Kannemeyer	022 703 4621
Chief Operations Manager BTS	Nonkoliseko Didi	022 703 4933
Risk & Compliance	Ntsikelelo Nteta	021 449 2174
Project Planner	Sibusiso Khumalo	073 124 1447
Procurement Local	Nazley Hardy	021 449 3146
Procurement HQ	Rory Torr	031 3088 130
Security Manager	Marlene Nel	022 703 4953
Communications	Lipuo Lebakeng	0738000497
Key Accounts Manager	Christopher Gomez	022 703 4204
<b>TNPA</b>		
Port Manager	Vernal Jones	022 703 5472
<b>TFR</b>		
Executive Manager - Operations	Keitheng Adeolu	021 940 3409
General Manager – Cape Channel	Russell Baatjies	021 940 3415
<b>SFF – OIL TERMINAL</b>		
Operations Manager	David Strauss	022 703 6200
<b>CONTRACTORS</b>		
FEL3 Execution Consultant – World Crane Services	Samual Bema	
FEL 4 –Execution Consultant	TBA	
Stacker Reclaimer 3	TBA	
<b>MINES</b>		
Kumba Iron Ore	Aart van den Brink	
Assmang	Rilette Avenant-Buys	
Sedibeng Iron Ore	Bushan Banotha	
Afrimat	Michael Corbin	
Autumn Skies	Lionel Koster	

---

## 5. Correspondance

Project team members may only communicate project related issues internally with direct line managers or to team members.

Correspondence, of a contractual nature, shall be via hard copies, with original signature, but may be copied via email to the recipients. Day to day correspondence shall be via email. All correspondence will be filed at the TPT project office in accordance with the requirements of the TPT Document Control Procedure.

## 6. Work and Lock-out Permits

As per Bulk Terminal Saldanha standard operating procedures.

TPT will ensure compliance with the requirements of the Air Emissions License (AEL). All communication in this regard will be conducted through the TPT SHEQ Manager.

## 7. Progress Reporting

Daily progress reporting, during project execution, shall be communicated to the TPT SPM, by means of daily dashboard reports.

Progress reporting will be undertaken on a monthly basis, with a Monthly Progress Report t These progress reports, via minutes/action register, will be co-ordinated by the TPT Senior Project Manager.

The TPT Senior Project Manager will report to the monthly Steerco.  
The TPT Senior Manager will report to CAPIC

## 8. E-mail Communications

E-mail communications will be allowed and regarded as official project communication. E-mails are a fast and effective means of communicating in real time, e-mails will be followed up with formal contractual communication/s. All Formal/Contractual correspondence to be transmitted through Document Control.

## 9. Instructions to Contractors

Instruction/s to the Contractor will be via NEC3 and communicated through the Project Manager's Instruction (PMI) by the Senior Project Manager

---

## **10. Safety, Environment, Quality**

Safety, environment and quality incident reporting shall be as per TPT's standard discipline reporting templates and policies. Refer to Health & Safety Management Plan.

## **11. Instructions to Medical Staff**

Only the Senior Project Manager/ Supervisor may give direct instructions to the emergency response medical staff on site besides the Contractor's legal appointees.

## **12. Communication with Stakeholders**

All external communication with stakeholders will be managed by TPT.

## **13. Communication Channels**

During the FEL 4 stage, e-mails and NEC templates will be used to communicate with the Contractor.