



Annexure A

**SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY INTEGRATED
MANAGEMENT SYSTEM (IMS)
CERTIFICATION AUDIT**

NOVEMBER 2024

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1. Purpose of this document

To seek authority to source a Service Provider, accredited as a Certification Body (CB) to conduct an Integrated Management System (IMS) Certification Audit in terms of ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 standards Transnet SOC LTD over a period of three (3) years.

2. Background

Transnet is a State-Owned Company that operates as an integrated freight transport company, formed around six core Operating Divisions namely Transnet Freight Rail (TFR), Transnet Engineering (TE), Transnet National Ports Authority (TNPA), Transnet Port Terminals (TPT) and Transnet Pipelines (TPL), Transnet Property and Transnet Academy, a skills development provider in the transportation, freight, maritime, logistics and associated industries.

Up until 2016 when the Transnet Risk Management Executive Team took a strategic decision to develop and implement a Risk Information Management System (RIMS) for the entire company, Transnet's risk and compliance management approach was disintegrated and Operating Division (OD) specific. This resulted in process inefficiencies and business waste due to inconsistencies, duplication, and unpleasantly high levels of bureaucracy. This fragmented Safety, Security, Health, Environment, Risk, Compliance, and Quality (SSHERCQ) model further impeded monitoring and measurement processes critical for driving continuous improvement programs.

The executives' decision to implement a transversal model, ultimately gave rise to the establishment of the Transnet Integrated Management System (hereafter referred to as "TIMS"), which subsequently unified management systems at the various ODs, establishing a consistent and standardized approach for managing SSHERCQ and other business processes whose co-ordination was historically a constant challenge to manage for Transnet given its size and complexity.

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In line with Transnet’s business context and in accordance with **Table A - The Scope of Certification** below, eighteen (18) core procedures were established under the TIMS Program; they are influenced and are aligned to requirements specified in ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 standards. Following a successful rollout and implementation of the Core Procedures throughout all Operating Divisions, Transnet was motivated to embark on an Integrated Management System (IMS) certification journey in line with the above Safety, Health, Environment, and Quality Standards. IMS certification for a period of three years was subsequently attained in October 2021; the current certificate is therefore due to expire in October 2024.

Transnet recently underwent a Surveillance 2 audit with the current CB, whose three-year contract has ended. The three-year audit cycle has now been concluded with a corrective action plan to address gaps identified signed off and accepted by the CB. In line with the business strategy for continual improvement and process efficiency, Transnet is seeking the services of an experienced, recognised, and accredited CB to facilitate the re-certification process for our IMS in line with the above-mentioned international standards for a period of three years at all Corporate Offices, Operating Divisions (OD), Regional Sites, Corridors or Business Units (Transnet) as per **Annexure B - List of Sites, Offices, and Operations Locations**.

3. Motivation for conducting IMS Certification Audits

Transnet’s certification journey was built on the premise of becoming a world-class logistic operations provider through continual improvement of its processes. As Transnet reshapes its core processes and establishes new ways of doing business to align with its mission, standardization of practices to eliminate inconsistencies inhibiting the delivery of business objectives becomes inevitable. TIMS has been identified as a tool to carry this.

Since its implementation, the TIMS has brought benefits such as improvements in measuring and monitoring the entire organization's performance, agility in responding to stakeholder requirements, standardized documentation - reduced bureaucracy, optimized learning, and development platforms, and creating synergy within critical business activities. A combination of these successes has ensured Transnet’s compliance with and conformance to legislative

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requirements, South African National Standards (SANS) Codes, company policies, codes of practice, and guidelines enabling the business to deliver on its obligations and mandate.

Surveillance audit experiences during the certification cycle which is about to end have also been very beneficial in the timely initiation of continuous improvement programs.

4. Project Scope

4.1. The objectives of the services contract being sought will cover Recertification Services for Transnet in line with the following Management Standards (and any of their subsequent versions):

i. **ISO 9001:2015 Quality Management**

This standard specifies requirements for a quality management system and helps an organization to consistently provide fit-for-purpose products and services that meet customer and regulatory requirements to ensure customer satisfaction. The standard contains a set of quality management principles driven by a strong customer focus, the motivation and implication of top management, with emphasis on process performance and continual improvement. Businesses that have implemented this standard are better positioned to deliver flawless products or services time after time.

ii. **ISO 45001:2018 Occupational Health and Safety Management**

This standard provides a framework for occupational health and safety which if implemented enables organizations to better protect their workers and manage OH&S risks. Through this standard, organisations can put in place the policies, procedures, and controls needed for the organization to achieve the best possible working conditions and workplace health and safety, aligned to internationally recognized best practices.

iii. **ISO 14001:2015 Environmental Management**

This standard sets out the criteria for an environmental management system and maps out a framework to set up an effective environmental management system that allows them to continually improve their performance. It provides the required

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consistency in business practice and allows the business to take proactive measures to reduce its environmental impact and ensure compliance with legal obligations.

4.2. The Service Provider will be required to conduct a conformity assessment and provide an independent written assurance that the product, service, or system in question meets specific requirements. This will include initial certification for any new OD/Business Unit which may be a new establishment and was not included in the current scope of certification.

4.3. The Service Provider must be an accredited (CB) as established by accreditation rules defined in ISO 17021-1:2015 standard. It shall pursue the objective of conducting a third-party conformity assessment on TIMS to recertify Transnet management system processes to the above-listed SHEQ standards. Specific activities and requirements are envisioned as follows:

- a) Preparation and submission of a recertification audit plan within 30 days of appointment.
- b) Undertaking an independent detailed documentation and process review of TIMS Core Procedures at the Transnet Corporate Centre Level to confirm that they meet and comply with the requirements of SHEQ international standards whose certification is being sought.
- c) Conduct a conformity assessment at the various Transnet ODs and Business Units as per the spread and locations provided in **Annexure B – List of Sites, Offices and Operations Locations**. The conformity assessment will be required to deliver the following objectives:
 - Review, assess conformance, and confirm the effectiveness of the TIMS process to comply with requirements specified in ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015.

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- Ascertaining the extent to which Transnet operations within each business and other support functions comply currently with applicable system requirements.
 - Reviewing Transnet’s Integrated Management System and Compliance Obligations, including internal policies and guidelines.
 - Highlight instances of non-compliance, breaches, and deviations and identify shortcomings/gaps making clear reference to specific requirements that have been infringed by each business or process.
- d) Prepare and submit an audit report detailing observations, opportunities for improvement, and any non-conformity with the ISO standards, immediately after the audit and make a formal presentation to the Transnet Leadership and Management. As part of continuous improvement, the report is required to cover the following specifics:
- i. Suggested corrective measures or recommendations for highlighted deviations.
 - ii. Recommendations or proposed additional measures that must be taken to ensure or improve system compliance.
- e) Recommend the company for Certification when compliance requirements have been met.
- f) Conduct annual surveillance audits of the IMS as required by each standard to ensure the maintenance of each certificate.

5. Project Deliverables

Deliverables indicated have been split into two categories for ease of reference; **Activity Based Deliverables** which detail specific outputs or records for each audit activity and **Audit Team Related Deliverables** which provide a full specification of the audit team qualification criteria. The list below is not conclusive, but all deliverables must be aligned to the scope of work, performance requirements as guided by applicable standards or business practices and any other that may be required in line with regulatory factors governing the audit function.

5.1 Activity-Based Deliverables

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- a) Provide a Recertification Audit Plan supported by assessment plans for the various sites to be visited or audited in line with conformity assessment requirements.
- b) Conducting one Centralized Document Review (TIMS Core Procedures) at the Transnet SOC Level. This should comprise data review, records, and applicable systems used e.g. TIMS Portal- SharePoint, SAP, CURA, etc.
- c) Conduct conformity checks and assessments in various areas as indicated in **Table A - Scope of Certification**.
- d) Provide Surveillance 1 and Surveillance 2 Audit Plans – see **Annexure C: Number of Sites for Sampling** for the format to be followed.
- e) Issuing a Comprehensive Report with findings for each audit or assessment conducted.
- f) Issuing Close-out Meeting summary reports at each audit site at the end of each assessment or audit.
- g) Issuing an Executive Summary Report for the overall audit item e.g., Surveillance 1 Audit Summary Audit Report in line with Transnet Level Close-out meeting.
- h) Provide a Final Audit Report after the audit item e.g., Surveillance 1 Final Audit Report
- i) Issue Multi Listing Certificates for Transnet as per the scope of certification.
- j) Define a proposed project work program or project workflow diagram (e.g. Gantt Chart) that must be included in the proposal.
- k) Provide a cost breakdown and audit man-days for each audit activity supported by a list of allocated auditors in line with **Points 5.2 and 8(d)** below.

5.2 Audit Team Specific Deliverables

- a) Shall have team member(s) with actual hands-on experience/familiarity in auditing a freight & logistics sector, maritime/port/rail operations environment at least twice in an audit cycle of three years.
- b) Shall seek written approval from Transnet before the replacement of any Audit Team member in line with the requirement above.
- c) Shall abide by the auditing principles, terminologies, and guidelines as specified in the ISO 19011:2018 – Guidelines for quality and environmental management systems auditing.

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- d) Shall have at least one auditor of the certification audit team participate in at least one surveillance audit in the three-year audit cycle, excluding the first year.
- e) Provide different Lead Auditors for each subsequent surveillance audit.
- f) Provide Transnet with its audit activities procedure for client appeals.
- g) Shall treat all the records and information that comes into their possession during the audit assignment as confidential.
- h) To enhance confidentiality, the Lead Auditor assigned to the audit must be a member of a relevant professional association. If this is considered appropriate, the audit team may be required to take an appropriate oath.
- i) Facilitation and issuance of ISO certificate valid for 3 years, within one month from the date of written recommendation for certification.
- j) Prepare and submit a surveillance audit plan not later than six (6) months from the date of issuance of the Certificate.
- k) Conduct surveillance audits according to the surveillance audit plan, unless otherwise agreed upon by the two (2) parties.

6. Project Duration

The duration of the contract will be a period of three years from the date specified in the Letter of Award (LOA) with activities broken down as below.

Timeline	Activity	Business Level
Year 1 (Recertification)	1. Document Review 2. Conformity Assessment	Transnet SOC Various Operational Areas – per scope
Year 2	Surveillance 1	Various Operational Areas – per scope
Year 3	Surveillance 2	Various Operational Areas – per scope

7. Audit Time Allocation

Principles for determining time allocated per audit should align to guidelines indicated and described in the ISO 19011:2018 Auditing Standard. Audit plan should accommodate virtual auditing process where these can be effectively implemented. Accordingly, each audit plan

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should have a clear definition of the number of man-days per site, including the Central/ Head offices; these should cater and indicate type of audit (virtual or site) for ease of planning.

8. General

Prospective bidders should:

- a. Submit a company profile including proof of at least 3 years' worth of experience in IMS (ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015) auditing.
- b. Proof indicating that the service provider is currently, or recently successfully conducted and certified an organization for IMS, any combination of or at least one of the above ISO standards in the freight & logistics, maritime, port, and rail operations systems.
- c. Submit proof of accreditation certificates as per ISO 17021-1 standard, the latest version applicable.
- d. Demonstrate capacity of ISO 45001, ISO 14001, and ISO 9001 auditors and related resources for delivering quality services on time and in full. Provide a team of experts compliant with the below specific expertise requirements:
 - i. Experts with at least 5 years of experience and with the expertise of at least two pre-certification or initial certification or annual surveillance or re-certification audits within the sectors indicated above and in accordance with the indicated ISO standards.
 - ii. Experts with at least 5 years of experience and with the expertise of at least one pre-certification or initial certification or annual surveillance or recertification audits in the mentioned sector.
 - iii. Provide detailed CVs of the three lead auditors planned for the three-year contact period.
- e. Detailed CVs of a Maximum of 10 experts as indicated in Annexure D1 - Project team experience relevant to the scope in years.

The bids shall be evaluated using the **Annexure D: Technical Evaluation Criteria:**

- f. Indicate the probable cost and time of their proposal. The costs should be broken down as per **Annexure E - Pricing Schedule.**
- g. Present detailed specific deliverables for this project including a detailed methodology/approach to the project with their submission.

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- h. Present a detailed proposed audit plan outlining all sites to be audited and with clear timelines.
- i. Be able to commence work at a reasonable notice if successful, the maximum being 14 days.
- j. Facilitate and issue the certification certificate valid for 3 years, within one month from the date of written recommendation for certification.
- k. Prepare and submit a surveillance audit plan not later than 6 months from the date of issue of the certificate.
- l. Conduct surveillance audits according to the surveillance audit plan, unless otherwise agreed upon by the two (2) parties.
- m. Contract period shall be three (3) years.

9. Annexures

- 9.1. Annexure B: List Of Sites Offices and Operations Locations
- 9.2. Annexure C: Number of Sites for Sampling
- 9.3. Annexure D: Technical Evaluation Criteria
- 9.4. Annexure D1: Project Team Experience Relevant to The Scope in Years
- 9.5. Annexure D2: Services Rendered
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Table A: Summary of TIMS Scope for certification on ISO 9001:2015, 14001:2015 and ISO 45001:2018

SCOPE			KEY BUSINESS/OPERATIONAL ACTIVITIES						OUTSOURCED SERVICES	
<p>Transnet Corporate Centre is the Head Office located at Waterfall. The Head Office comprise various functionalities and disciplines charged with a responsibility to provide support to Transnet Group. It is responsible for assisting in creating valuable business opportunities that extend far beyond the shorelines and borders of the country. The Head Office comprise various functionalities and disciplines charged with a responsibility to provide support to Transnet SOC.</p>			<ul style="list-style-type: none"> Office of the Group Chief Executive Stakeholder relations Security Internal Audit People Management – Pay & Benefits, Occupational Health Safety and Wellness, Talent Development, Employee Relations, Performance Management Group Strategy – Corporate and Public Affairs, Transnet International Holdings, Shareholder’s Compact & Inhouse Consulting Group Finance – Financial and capital planning, Treasury, funding and investor relations, Procurement, Reporting, Taxation Income statement and statement of financial position & Capital assurance. Group Capital – Long-term planning Capital business case support Capital mega project execution Engineering and technical Capital project support. Legal, Risk and Compliance - Corporate Governance and Regulatory Operating Divisions Rail operations Port Terminal operations Port Authority operations Pipeline operations Property management TVCC and RMO Business Development - Customer long term contracts, Product and service innovation, Commercial capability Branding Market intelligence, Procurement. Information and Communications Technology (ICT) - IT architecture, IT build application, IT infrastructure, Digital capability, and solution delivery. 						<ol style="list-style-type: none"> IT Service desk Security (Partially) Cleaning Clinic services Firefighting equipment Services and maintenance 	
High	Medium	Low	Limited	Special Cases	High	Medium	Low	High	Medium	Low
			X				X		X	

SCOPE	KEY BUSINESS/OPERATIONAL ACTIVITIES	OUTSOURCED SERVICES
<p>Transnet Freight Rail scope is the delivery and collection of consignments by rail and terminal services. The maintenance of the Rail Infrastructure is conducted by Rail Network and maintenance projects execute by Rail Network Construction.</p>	<p>Operations Yards, Train Crew, Train Control, Order Entry and Terminals;</p> <p>Placement of empty wagons at the customer’s premises (T1 appointment); Clearance of loaded wagons from the customer’s premises (T2 appointment); Placement of loaded wagons at the customer’s premises (T3 appointment); Clearance of empty wagons from the customer’s premises (T4 appointment); and Planning and execution of the distribution of empty wagons (T5) and Terminals which include the Physical and administrative checks; Acceptance/delivery of the container in the interchange zone at the terminal; Loading/unloading of the container at the terminal interchange zone from/to a hauler or when lifted from/placed on a rail wagon at the railhead; Conveyance between the interchange zone or railhead and the stack; Stacking/de-stacking; Handling by means of container crane and/or gantry crane as the case may be; Transshipment of containers emanating from and destined for foreign countries; and Storage</p> <p>Rail Network</p> <p>Rail Network’s (Signals, Perway, Telecoms, and Technical Support, OHTE) primary focus is to maximize network availability through optimizing maintenance.</p> <p>Rail Network Construction</p> <p>The project management on construction, maintenance, design and development in Track Engineering, Signalling Engineering, Electrical Engineering and Civil Engineering.</p> <p>Service Planning & OCC</p> <p>The Planning and OCC is responsible for train Service Capacity and Design, Planning and Execution and Occupations & Incident Management.</p>	<ol style="list-style-type: none"> 1. IT Service desk 2. Design development 3. Security (Partially) 4. Offsite Record storage 5. Cleaning 6. Occupational Surveys 7. Clinic services 8. Ergonomics Survey 9. Domestic Water Monitoring 10. Firefighting equipment Services and Maintenance
<p>Complexity category of Aspects ISO 14001:2015 Environmental Management System</p>	<p>Complexity Categories of OH&S Risks ISO 45001:2018 Occupational Health and Safety Management System</p>	<p>Risk Category of ISO 9001:2015 Quality Management System</p>

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High	Medium	Low	Limited	Special Cases	High	Medium	Low	High
	X				X			

SCOPE	KEY BUSINESS/OPERATIONAL ACTIVITIES	OUTSOURCED SERVICES
<p>Transnet Engineering is the engineering division of Transnet SOC limited, based in South Africa. It comprises of a group of products and services focused business dedicated to maintenance, repair, upgrade, conversion, service, manufacture, research and development of the following rolling stock, components, and equipment's:</p> <p>a) Rolling stock: Locomotives, Coaches and Wagons b) Rolling Stock Components: Rotating Machines, Wheels, other RSE components and Foundry c) Maritime Service equipment's, Port and Auxiliary.</p>	<p>The following key business / operational activities will be audited and this will assist in certifying scope work for the Transnet Engineering:</p> <p>a) Manufacturing and maintenance of wagons, Coaches and Locomotives b) Support functions: Safety, Health, Environment and Quality (SHEQ), Supply Management, Engineering, Finance, People management, Plant, Equipment and Machine maintenance(PEMM), Training. c) Maritime Service equipment's, refurbishing/replacing components for Ports. d) Wheel assembly, re-profiling, fitting bearings, testing and inspection e) Stripping, repair/replace, testing and inspecting of rolling stock components and rotating machines F) Foundry activities including moulding, casting, and machining.</p>	<ol style="list-style-type: none"> 1. Waste Management 2. AIA Monitoring (Indoor air quality, lighting, 3. Ergonomics Survey 4. Domestic Water Monitoring 5. Firefighting equipment Services and maintenance 6. Clinic Services 7. Gardening and Cleaning Services

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Complexity category of Aspects ISO 14001:2015 Environmental Management System					Complexity Categories of OH&S Risks ISO 45001:2018 Occupational Health and Safety Management System				Risk Category of ISO 9001:2015 Quality Management System		
High	Medium	Low	Limited	Special Cases	High	Medium	Low	High	Medium	Low	
X					X			X			
SCOPE			KEY BUSINESS/OPERATIONAL ACTIVITIES					OUTSOURCED SERVICES			
1. Faculty of Engineering and Pipelines 2. Faculty of Leadership and Functional Development 3. Faculty of Port Terminal and Marine 4. Faculty of Rail			1. Faculty of Engineering and Pipelines Faculty of Engineering and Pipelines - training with a particular focus on artisan trades and pipeline operations 2. Faculty of Leadership and Functional Development Providing thought leadership, functional and leadership development as well as soft skills training within the organisation 3. Faculty of Port Terminal and Marine Training on marine and terminal operations, port management, port engineering and integrated logistics 4. Faculty of Rail Training on operational, technical, rail specific safety and business processes					1. IT Service desk 2. Security (Partially) 3. Cleaning 4. Occupational Surveys 5. Clinic services 6. Ergonomics Survey 7. Domestic Water Monitoring 8. Firefighting equipment Services and maintenance			

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				within the rail environment.						
Complexity category of Aspects ISO 14001:2015 Environmental Management System				Complexity Categories of OH&S Risks ISO 45001:2018 Occupational Health and Safety Management System				Risk Category of ISO 9001:2015 Quality Management System		
High	Medium	Low	Limited	Special Cases	High	Medium	Low	High	Medium	Low
		X					X	X		
SCOPE				KEY BUSINESS/OPERATIONAL ACTIVITIES				OUTSOURCED SERVICES		
<p>The provision and maintenance of port infrastructure and maritime services, the management of the port in a landlord capacity and the regulation of port systems. Covers provision of dredging services to some ports within the South African coastline. The dredging includes both capital and maintenance.</p> <p>dredging of ports.</p>				<ul style="list-style-type: none"> • Infrastructure Provision: <ul style="list-style-type: none"> - Planning and provision and maintenance of port basic infrastructure to enable leasing, import and export services of the port; - Infrastructure Provision Section comprises of Civil and Maintenance, Electrical, Planning and Development, Diving, Perway and Projects Sections all aimed at ensuring that commitment to infrastructure provision and maintenance is fulfilled. • Marine Services <ul style="list-style-type: none"> - Provision of marine fleet (tugboats and pilot boats) and crew responsible for safe movement of vessels in and out of the port; and - Provision of berthing services responsible for mooring vessel in position within relevant berths <p>Harbour Master (Port control)</p> <ul style="list-style-type: none"> - Provision of vessel traffic management inside and outside the Port (encourage); 				<ol style="list-style-type: none"> 1. IT Service desk 2. Security (Partially) 3. Cleaning 4. Occupational Surveys 5. Clinic services 6. Ergonomics Survey 7. Domestic Water Monitoring 8. Firefighting equipment Services and maintenance 		

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	<ul style="list-style-type: none"> - Provision of Marine Pilotage responsible for safe navigation in and out of the Port; and - Provision of Aviation services used for on-boarding or off-boarding of Marine pilots in and out of vessels entering of exiting the port. <p>Landlord roles</p> <ul style="list-style-type: none"> - Leasing of lettable land through lease agreements and other relevant concessions; - Playing an oversight role in terms of monitoring performance of Terminal Operators (appointed in terms of Section 56) within the Port in line with agreed targets; and - Playing oversight of authority role (ensuring compliance with conditions of licenses, permits or agreements) over activities that have been assigned to service providers under Section 57 of the National Ports Act 12 of 2005. <p>Dredging Services</p> <ul style="list-style-type: none"> - Provision of fleet of trailing suction hopper dredgers; a grab dredger; cutter suction dredger and various hydrographic survey crafts - Dredging and hydrographic survey project planning; - Dredging and hydrographic project management; - Hydrographic surveys; - Maintenance dredging of sand traps, entrance channels, quay walls, turning basins, channels, etc.; and - A comprehensive depth management service <p>Provide, operate and maintain adequate and efficient lighthouses and other navigational aids within the port limits and such other places as the Authority may determine according to Ports Act 74:</p> <ul style="list-style-type: none"> - Provide Automatic Identification System (AIS) network which provides real-time information about vessels calling at South Africa’s eight commercial ports, as well as vessels travelling along our coastline. 	
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					<p>-provides an Aids to Navigation service to Ports by installing, commissioning and maintaining, buoys, quay lights, breakwater lights, leading lights, sector lights and fog signals. -Maintenance on buildings within 45 lighthouses in South Africa</p> <p>Provide, operate and maintain adequate and efficient lighthouses and other navigational aids within the port limits and such other places as the Authority may determine according to Ports Act 74:</p> <ul style="list-style-type: none"> - Provide Automatic Identification System (AIS) network which provides real-time information about vessels calling at South Africa’s eight commercial ports, as well as vessels travelling along our coastline. -provides an Aids to Navigation service to Ports by installing, commissioning and maintaining, buoys, quay lights, breakwater lights, leading lights, sector lights and fog signals. -Maintenance on buildings within 45 lighthouses in South Africa 					
Complexity category of Aspects ISO 14001:2015 Environmental Management System					Complexity Categories of OH&S Risks ISO 45001:2018 Occupational Health and Safety Management System			Risk Category of ISO 9001:2015 Quality Management System		
High	Medium	Low	Limited	Special Cases	High	Medium	Low	High	Medium	Low
	x					x				x
SCOPE				KEY BUSINESS/OPERATIONAL ACTIVITIES				OUTSOURCED SERVICES		

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Transnet Pipelines, the custodian of a strategic pipeline network and associated assets is responsible for the transportation of petroleum and gas, as well as handling and storage of petroleum products. It owns, operates, manages, and maintains a network of 3800km of high-pressure petroleum pipelines and infrastructure. The network traverses five provinces: KwaZulu-Natal, Gauteng, Free State, Northwest, and Mpumalanga.					Operational throughput of petroleum products			<ol style="list-style-type: none"> 1. Security Services 2. Cleaning Services 3. Ground Maintenance 4. Pest Control 5. Hygiene Services 6. Inspection and Testing of Lifting Machinery 7. ISO Certification Audits 8. Occupational Health and Safety Surveillance 9. Printing Services 		
Complexity category of Aspects ISO 14001:2015 Environmental Management System					Complexity Categories of OH&S Risks ISO 45001:2018 Occupational Health and Safety Management System			Risk Category of ISO 9001:2015 Quality Management System		
High	Medium	Low	Limited	Special Cases	High	Medium	Low	High	Medium	Low
x					x				x	
SCOPE					KEY BUSINESS/OPERATIONAL ACTIVITIES			OUTSOURCED SERVICES		

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<p>The provision of import, export, storage and port terminal handling facilities for bulk, break bulk, automotive and containerised cargo.</p>	<p>Commercial handling services of sea-route freight across imports and exports in containerised cargo. This includes the movement of cargo across the quayside and associated landside storage/stockpiling.</p> <p>Technical (workshops), civils, stores departments and related processes.</p> <p>Maintenance of above-ground port terminal infrastructure e.g. buildings, conveyors, substations, lighting etc.</p>	<ul style="list-style-type: none"> • Waste management • Stevedoring Services • Materials Handling • Pest Control • Cleaning Services (Office; Industrial & Gardening) • Security services • Employee transportation services • Catering Services (Canteen) • Water Quality Monitoring Services • Air Quality Monitoring Services • Conveyor Belt splicing services • Tyre monitoring & repair services • Rigging and Crane Services • Machining Services • Scaffolding Services • Conveyor Belt Cleaning Services • Machine Cleaning Services • Oil waste disposal services. • Repairs and maintenance of grabs • Upholstery and glazing • Maintenance of weighbridges • Greasing of steel wire ropes • Maintenance of lifts • Maintenance of scales • Scaffolding & Rigging services • Machining Services
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								• Gearbox Exchange Services		
Complexity category of Aspects ISO 14001:2015 Environmental Management System				Complexity Categories of OH&S Risks ISO 45001:2018 Occupational Health and Safety Management System				Risk Category of ISO 9001:2015 Quality Management System		
High	Medium	Low	Limited	Special Cases	High	Medium	Low	High	Medium	Low
	x					x			x	
SCOPE				KEY BUSINESS/OPERATIONAL ACTIVITIES				OUTSOURCED SERVICES		
Transnet Property is an Operating Division of Transnet managing an asset book of both commercial and residential properties. The portfolio is spread across South Africa. The Corporate Office of the Property Operating Division is in the Johannesburg Central Business District which manages corporate				<p>The business of Transnet Property is similar in all the five regions and operations include the following key processes:</p> <ul style="list-style-type: none"> a) Leasing and lease administration b) Facilities management c) Property administration (billing and collections). d) Asset Management services including <ul style="list-style-type: none"> • Property valuation • Municipal valuation monitoring • Land surveys and registration 				<ul style="list-style-type: none"> Waste management Pest Control Cleaning Services (Office & Gardening) Catering Services Courier Services Security services 		

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<p>affairs of the business</p> <p>The Division is serviced by five Regions under the Property Management Department. The Regions are named Inland, Northern, Kwazulu-Natal, Eastern Cape, and Western Cape. The regional offices are strategically located in the major cities of the country i.e. Johannesburg, Pretoria, Durban, Cape Town, and Port Elizabeth. Sub-offices are also established in Bloemfontein, Kimberley, Empangeni and East London</p>	<ul style="list-style-type: none"> • Inventory management • Geographic information • Records and deeds management. <p>The following services are an integral part of Property and Asset Management. These are under planning and have been identified to be expansion areas in the near future:</p> <ul style="list-style-type: none"> •Property Developments •Energy & Sustainability 	
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Complexity category of Aspects ISO 14001:2015 Environmental Management System					Complexity Categories of OH&S Risks ISO 45001:2018 Occupational Health and Safety Management System				Risk Category of ISO 9001:2015 Quality Management System		
High	Medium	Low	Limited	Special Cases	High	Medium	Low	High	Medium	Low	
		X					X		X		

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