

Environmental Monitoring Service, at the Bulk Terminal RO Plant, Port of Saldanha on a monthly basis for a period of thirty six (36) months Sevice Level Agreement

	TASK	PARTY		WHEN	FREQUENCY	KPI	MEASUREMENT	COMMUNICATION MODE / FORMAT	SENT TO	MEASUREMENT			COMMENTS / NOTES
		SP	TPT							WEIGHT	QUARTERLY RATING (SP)	QUARTERLY RATING (TPT)	
Service delivery of Monitoring	Measurement of pH, temperature, salinity, dissolved oxygen concentration and saturation as well as turbidity of brine in situ, in the brine basin of the RO Plant and at weekly intervals.	X		Monthly	Weekly Sampling	Weekly Sampling at the Brine basin on Monthly Report	100% records available to TPT every Month (Monthly Monitoring report indicating weekly sampling dates on or before the 10th of every month) The report should include pH, temperature, salinity, dissolved oxygen concentration and saturation as well as turbidity.	Email	SHERQ	7			
	Collection and analysis of a composite brine samples for analysis of trace metals (Cr, Ni, Fe , Mn), and Total Suspended Solids (TSS), salinity , Ph ,turbidity and toxicity (using a test such as the sea urchin fertilisation test) at monthly intervals in the brine basin and effluent drain leading to municipal drainage system.	X		Monthly	Monthly	Monthly Sampling at the Brine Basin sent to Lab for analysis.	100% records available to TPT every Month (Monthly Monitoring report indicating Monthly sampling dates on or before the 10th of every month) The report should include the Laboratry certificate and analysis of trace metals (Cr, Ni, Fe , Mn), and Total Suspended Solids (TSS), salinity , Ph ,turbidity and toxicity (using a test such as the sea urchin fertilisation test) at monthly intervals in the brine basin and effluent drain leading to municipal drainage system.	Email	SHERQ	10			
	Continuous monitoring of temperature, salinity, pH, dissolved oxygen concentration and saturation to be conducted at two points either side of the iron ore terminal 50 m from the discharge point, in the direction corresponding with the mostly like path taken the effluent as indicated by available bathymetry data (Figure 3) and at an appropriate control station (e.g. North Buoy in Small Bay).	X		Continuous	Monthly data collection	Continuous monitoring of temperature, salinity, pH, dissolved oxygen concentration and saturation to be conducted at two points either side of the iron ore terminal 50 m from the discharge point, in the direction corresponding with the mostly like path taken the effluent as indicated by available bathymetry data (Figure 3) and at an appropriate control station (e.g. North Buoy in Small Bay).	100% records available to TPT on or before the 10th of every month indicating the temperature, salinity, pH, dissolved oxygen concentration and saturation to be conducted at two points	Email	SHERQ	6			
	Collection of water samples from the middle and bottom of the water column at three stations situated 50 m from each point of discharge and analysis for salinity, pH, turbidity, total suspended solids, metals (Fe, As, Cd, Cu, Cr, Hg, Mn, Ni, Pb, Zn), and toxicity (using a test such as the sea urchin fertilisation test) every 3 months. (Figure 3)	x		Quarterly	Quarterly	Quarterly monitoring and reporting	100% records available to TPT on or before the 10th of every 3rd month indicating the Collection dates and data of water samples from the middle and bottom of the water column at three stations situated 50 m from each point of discharge and analysis for salinity, pH, turbidity, total suspended solids, metals (Fe, As, Cd, Cu, Cr, Hg, Mn, Ni, Pb, Zn), and toxicity	Email	SHERQ	6			
	Collection and analysis of sediment from 20 sampling stations for grain size composition, total organic content, and the concentrations of 15 metals (Al, Fe, As, Cd, Co, Cu, Cr, Mn, Hg, Ni, Pb, V, Zn) on an annual basis using the same methods obtainable in South African National Accreditation System, in terms of the Standards Act, 1982 (Act No. 30 of 1982), unless another comparable method has been approved of, in writing, by the Department. (Figure 2)	X		Annually	Annually	Annual Monitoring	100% records available to TPT on or before the 10th of January indicating the Collection and analysis of sediment from 20 sampling stations for grain size composition, total organic content, and the concentrations of 15 metals (Al, Fe, As, Cd, Co, Cu, Cr, Mn, Hg, Ni, Pb, V, Zn)	Email	SHERQ	8			
	Collection and analysis of benthic macro fauna samples from 6 sampling stations adjacent to each point of discharge on an annual basis. (Figure 2)	X		Annually	Annually	Annual Monitoring	100% records available to TPT on or before the 10th of January indicating the Collection and analysis of benthic macro fauna samples from 6 sampling stations adjacent to each point of discharge	Email	SHERQ	5			

Safety requirem	TPT Safety Induction	X		Annually	Ongoing	File is maintained and all employees inductions are up to date	100% records available on request by TPT	Safety File Employees	SHERQ	5			
	Risk Assessment and training	X		Monthly	Ongoing	File is maintained and updated with all information and risk assessment and training records	100% records available on request by TPT	Safety File	SHERQ	2			
	Provide proof that each employee has undergone the necessary medical examination	X		The valid documentati on must be sent prior to expiry date	Annually	Submit medical examination certificates	0% documentation outstanding	Safety File	SHERQ	2			
Reliability	Incidents and occurrences	x		Daily	As an when occurred	Report and investigate incidents	0 hours standing time due to incidents	Email – Report Hand deliver - Register and investigation documents	SHEQ	2			
	Incident/ occurrence requirements	X		Immediately or before the end of shift.	As and when occurred	Response time	100% records available on request by TPT as well as the investigation documents completed within 7 days	Email – Repot Hand deliver - Register and investigation documents	SHEQ	2			
	Emergency requirements	X		Within 2 hours of notification 24/7	As and when occurred	Response time	100% records available on request by TPT	Register	SHEQ	2			
Invoicing and Payments	Invoice TPT and submit with supporting documentation for all activities undertaken to execute agreed services	x		Monthly	Monthly	Submit accurate tax invoice(s) with clear details of services delivered and supporting documentation . Provide a monthly statement to reflect all payments made and outstanding	100% on time submission of invoices with accurate and reconciled supporting documents. Monthly statement to support invoices.	Monthly statement and hard copy of invoice(s) with supporting documentation	Suppliers Finance Dept.	2			
	Receive and reconcile the supplier account with all the supporting documentation, Arrange for electronic payment to supplier.		X	30 days from date of statement	Monthly	Timeous payment to supplier as per their payment terms.	Monthly statement to confirm payment of invoices.	Payment remittance advise	TPT Finance Dept.	2			

Legends: 1 = VERY POOR (Below 50%) 2 = POOR (50% - 59%) 3 = AVERAGE (60% - 69%) 4 = GOOD (70% - 85%) 5 = EXCELLENT (86% - 100%)									TOTAL	100			
RATING SCALE					1 = Poor	2 = Not Acceptable	3 = Acceptable			Overall Total %			

Service provider	
Name & Surname	
Signature	
Date	

Service provider	
Name & Surname	
Signature	
Date	

Procurement Project Owner	
Name & Surname	
Signature	
Date	

SHEQ Project Owner Officer	
Name & Surname	
Signature	
Date	