

Document Title:

SCOPE OF SERVICES

Project Title:

**PROVISION OF MINOR MAINTENANCE WORKS AT TPL MOOIRIVER
DEPOT ON A ONCE-OFF PERIOD BASIS.**

REVISION 00: FOR APPROVAL

1. Project

The appointment of a service provider to do work of removing and replacing three meranti wooden doors and maintain their frames in the control building, the installation of awnings at Mooiriver Depot on a once-off period basis.

2. Abbreviations

The following abbreviations are used in this document:

Abbreviation	Meaning given to the abbreviation
PPE	Personal Protective Equipment
TPL	Transnet Pipelines
PO	Purchase Order

3. Work to be undertaken.

The scope of work to do work in Moiriver Depot includes the following:

- The appointed service provider employees will have to attend TPL induction.
- Sign attendance registers for all personnel doing the service for the duration of the work performed onsite.
- Provision of flame resistant PPE necessary to carry out the work safely.
- Report all safety incident that took place onsite immediately to TPL rep or Site personnel.

4. Deliverables

Control Room building

- Service provider to do :
 1. Remove and replace three meranti wooden doors (frame & ledge open back solid) with their frames and paint them blue in colour in the Transtel, Kitchen and CO₂ rooms.

Custom door sizes

- ✓ Transtel door – 1.10m x 2.25m
 - ✓ Kitchen door – 0.913m x 2.255m
 - ✓ CO₂ door – 1.105m x 2.25m
2. Maintenance of door frames
 3. Install three awnings as a protection coverage to the doors
 4. Install three locking mechanism and handles

Security kiosk building

- Service provider to:
 5. Remove and replace the aluminium awning

5. General Requirements

- All the damaged and removed items to be disposed by the service provider
- Tender briefing is compulsory.

Health and Safety Standards

“The service provider shall at all times comply with Safety, Health and Environmental requirements prescribed by the relevant legislation as well as the Transnet Contractor Management Procedure (TIMS-GRP-PROC-014) as they may apply to the scope of services. The service provider shall comply with the provisions of the Occupational Health and Safety Act, 85 of 1993 and relevant regulations as amended. The service provider performs duties of the employer and is in every respect responsible for compliance with the provisions of the act. The service provider will be responsible for the safety, health, and environmental rules that TPL may require to be implemented. The service provider shall ensure that no employees or persons working on his/her behalf are allowed to enter any Transnet Pipelines site, unless that employee or person has undergone safety, health and environmental induction pertaining to the hazards prevalent to the site at the time of entry. The service provider shall ensure that all employees working on site have valid medical certificates of fitness specific to the scope of work to be performed and issued by an occupational health practitioner. Before establishing or entering any Transnet site, the contractor shall submit a Safety, Health and Environmental Compliance file for review and approval by Transnet Pipelines. The submission requirements will be aligned to the scope of services of the contractor.”

Contractor Compliance File Requirements (Minimum Requirements)

The Contractor shall provide Transnet Pipelines with the required Health and Safety documentation before work commencement on site.

Once the Contractor's Health & Safety file is approved, the awarded Principal Contractor will be permitted to commence work.

The SHE file must include but not limited to the following documents:

1. A valid Letter of Good Standing with the Workman's compensation.
2. Proof of Public Liability Insurance.
3. Contractor Health & Safety Plan correlating with Transnet Contractor Health and Safety Specification Guideline TRN-IMS-GRP-GDL-014.3, submitted and approved.
4. Contractor's health, Safety & Environmental Policy.
5. Mandatory agreement as per section 37.2 of the OSHACT. Act 85 of 1993 and CR 5.1(K)

6. Legal appointments as per the Occupational Health and Safety Act that include but not limited to:

- Sec.16.(2) – Delegated Authority
- CR 8.7 – Construction Supervisor
- CR9(1) – Risk Assessor
- GSR 3.4 – First aider
- CR 29 (h) – Fire Fighter
- Sec 24, GAR 9(2) – Incident Investigator
- CR 28(a) – Stacking and Storage Supervisor
- Sec 17(1) – SHE Rep (more than 20 employees)

7. Risk Assessments, Method statements and Safe Working Procedures

8. Employee Induction packs shall include the following documents:

- Employee scope of work.
- Proof of site-specific induction (Contractor).
- Copy of ID Document.
- Abbreviated CV for the management and Legal appointees.
- Proof of competence for handling Hazardous Chemical Substances.
- Valid entry medical certificate of fitness done by an Occupational Health Practitioner.

9. A dossier (Equipment Profile) for each fuel-driven vehicle or machine.

10. Copy of equipment registers to be used with copy of each item's inspection checklist.

11. Copy of nominated responsible person to conduct monthly inspections and proof of their competency.

12. Organogram of reporting structure: This document must provide all persons appointed in terms of OHS Act & Regulations (85 of 1993) including contact details. (Rev no, date, approval) All other statutory registers as required by the OHS Act No. 85 of 1993.

13. The Service Provider shall furnish the client with Periodic medicals every twelve months, as well as the Exit Medicals done by an Occupational Health Practitioner at the end of the contractor. The contractor to ensure that their Health & Safety Management plan as well as their Baseline Risk Assessment includes the management of communicable diseases. As this is structural maintenance, certain Construction Regulations requirements will be applied.