



**PROVISION FOR SERVICING, MAINTENANCE,  
REPAIRS, AND INSTALLATION OF AIR  
CONDITIONERS FOR A PERIOD OF TWELVE (12)  
MONTHS ON "AS AND WHEN" REQUIRED BASIS**

**Document Reference Number:**

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**Site:**

Saldanha Iron Ore Terminal

**Date: 19 March 2025**

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## **1. DEFINITIONS**

### **Commissioning:**

The process of assuring that all systems and components of a building or industrial plant or product designed, installed, tested, operated, and maintained according to the operational requirements of the owner or final client.

### **Contract**

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves transfer of consideration – usually financial or some other type of benefit.

### **Contract Manager**

Transnet employee who is authorised to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the contractor to ensure that the specifications of the contract met (with special emphasis on technical specifications, inspection of quality, on health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorisations from the project initiator and the stakeholders.

### **Contract Owner**

The person who requires a specific product, goods or services and who is responsible to provide the budget and approval.

### **Contractor**

An employer (organisation) or a person performing any work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet.

This applies to the Suppliers, Vendors, and Consultants, Service providers and Contractors.

### **Contractor Execution Plan**

A site, activity or project specific documented plan in accordance with the client's project requirements. The Contractor to Transnet submits a plan for approval prior to mobilization on site. The Contractor Execution Plan includes, inter alia: Health and Safety, Environmental, Energy, Quality, Delivery plans etc.

Contractor Compliance File a file or other record containing the information in writing required by Transnet.

**NB:** A file must be submitted for each discipline where applicable e.g. health and safety, environment file etc.

**Job Owner:**

Any permanent employee of BTS who been trained, tested and found competent, and appointed in writing for the purpose of carrying out or supervising work on plant, machinery and equipment.

**Risk Assessment**

A risk assessment in this procedure means the process where all risks associated with the contract and its execution identified, mitigated and managed.

**Specification**

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product or service has to comply with this includes various models, drawings and documents. It noted that the specification might even comprise of a multitude of different elements.

**Lockout:**

The fitting of a padlock (or calliper and padlocks) to an isolator switch so that it cannot be returned to an operating condition.

**Permit Acceptor:**

Any person who has been appointed in writing to receive a Permit to Work for the purposes of carrying out or supervising work on equipment.

**Permit Issuer:**

The operations shift manager will be responsible for the issuing of permits.

**Permit Number:**

A number issued by CCR that logs the work performed, the person responsible for the work and the approximate duration. Note: This is not the same as the sequential number on the Permit to Work.

**Permit to Work:**

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe and the names of all persons working on the equipment.

**Responsible Supervisor:**

The Operations and Maintenance Supervisor who been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

**2. ABBREVIATIONS**

IMS:	Integrated Management System
ISO:	International Organization for Standardization
OHSAS:	Occupational Health and Safety Assessment Series
POM:	Policy Manual
PROC:	Procedure
SOP:	Safe Operating Procedure
QMS:	Quality Management System
SANS:	South African National Standard
SMS:	Safety Management System / Service Management System
TCC:	Transnet Corporate Centre which is the Transnet Head Office
SLD:	Saldanha
TPT:	Transnet Port Terminals
WI:	Work Instructions

### **3. BACKGROUND**

Transnet Port Terminals (TPT) Saldanha- Multi-Purpose Terminal (MPT) and Iron Ore Terminal (IOT) has air conditioning units installed in various buildings and on the plant machinery. These units require to be maintained and serviced on regular basis to ensure safe operation of the equipment and to afford health and comfortable working environment for employees. Transnet Port Terminals requires a Service Provider with expertise and experience in providing servicing, maintenance, repairs, and installation of air-conditioning units on “as and when” required basis.

### **4. SCOPE OF WORK**

- 4.1 The Service Provider is required to service air conditioning units on monthly and quarterly basis as requested by TPT. The Service Provider will be issued with the maintenance plan timeously.
- 4.2 The Service Provider shall include on the quotation price for; labour, supervision, transport, servicing equipment, repairs and supplying consumables/sundries required to restore air conditioners to the operating state.
- 4.3 The Service Provider shall re-gas air conditioning units after servicing when necessary.
- 4.4 The Service Provider will be required to install, test and commission air conditioners which will be supplied by TPT.
- 4.5 The Service Provider will re-use the existing electrical circuitry to power to connect air conditioning units supplied by TPT. The Service Provider shall be responsible for performing all required electrical connections.
- 4.6 The Service Provider shall be responsible for providing fittings necessary for installation of air conditioners such as pipes for air conditioning units supplied by TPT.
- 4.7 The Service Provider shall ensure that pipes must be treated with blue-chem or another anti- corrosion coating.
- 4.8 The Service Provider shall be available to attend to breakdown calls received during normal working hours. Calls should be attended to within 12 hours upon receiving the request.
- 4.9 All emergencies should be attended to within 2 hours for the PORT OF SALDANHA after the request has been logged. No complaints should be left unattended or to be postponed for longer than 24 hours.
- 4.10 On completion of air conditioner service, a status report will be issued by the Service Provider. This report will indicate the correct working of each unit or defects found per

unit and shall be inserted into the TPT checklist (The Service Provider may include all other tests) as **shown below:**

<b><u>Quarterly service – BUILDINGS</u></b> <b><u>Monthly service - Equipment</u></b>	
SERIAL NO :	
MODEL TYPE :	
BRAND TYPE :	
UNIT TYPE :	
DATE CHECKED	
LOCATION :	
1. INSPECT AND CLEAN MEDIA ON RETURN FRESH AIR	Yes /No
2. CHECK FOR CORRECT FUNCTIONING OF CONTROL SWITCHES	Yes / No
3. CHECK IF ALL ELECTRICAL CONNECTIONS ARE SECURE	Yes / No
4. CLEAN AND INSPECT OVERFLOW PIPES, REPAIR IF NEEDED	Yes / No
5. CLEAN AND INSPECT DRAIN PIPES, REPAIR IF NEEDED	Yes / No
6. BLOW DRAINAGE SYSTEM CLEAN	Yes / No
7. ENSURE ALL DRAIN PIPES ARE ROUTED TO SEWER DRAIN, AMEND PIPING IF NOT	Yes / No
8. ENSURE PROPER DRAINING CONDENSATE FROM INDOOR/OUTDOOR UNITS	Yes / No
9. INSPECT FOR ANY GAS /OIL LEAKS	Yes / No
10. INSPECT BELTS TENSION AND BELT DRIVES	Yes / No
11. CHECK CONDENSER AND EVAPORATOR FAN MOTOR	Yes / No

12. INSPECT AND CLEAN FANS BLADES	Yes / No
13. WASH CONDENSOR AND CLEAN FAN	Yes / No
14. CHECK AND INSPECT EVAPORATOR AND CONDENSER COIL	Yes / No
15. WASH EVAPORATOR COILS	Yes / No
16. INSPECT MOUNTINGS OF COMPONENTS	Yes / No
17. CHECK THAT ALL COVERS ARE SECURED	Yes /
	No
18. CHECK AND ELIMINATE ALL VIBRATIONS	Yes / No
19. REMOVE RUST AND TREAT WITH RUST RESISTANT PAINT	Yes / No
20. TECTYL UNIT INSIDE AND OUTSIDE	Yes / No
21. WIPE DOWN PANEL AND CONTROL BOX COVERS	Yes / No
22. SPRAY Q20 ON FAN MOTOR SHAFT AND BEARING	Yes / No
23. CLEAN AND CHECK OUTDOOR CONDENSER COIL	Yes / No
24. NOTE RUNNING AMPS AND SET OVERLOAD	Yes / No
25. REFILL AIRCONDITIONER GAS REFIGIRENT AND REPAIR ANY GAS LEAKS IF FOUND.	Yes / No
26. CHECK FAN BEARING LUBRICATE	Yes / No
27. CHECK SECURING BRACKETS AND REPLACE WHERE WORN	Yes / No
28. CONDUCT PERFORMANCE CHECK ON MACHINE FOR FITNESS	Yes / No
29. TEST AND COMMISSION SYSTEM	Yes / No
30. Conduct performance check up on machine for fitness	
<b><u>ANNUALLY</u></b> <b><u>ONLY</u></b>	

a.	MARINE TREAT /BLUCHEM outside unit	Yes / No
b.	MARINE TREAT /BLUCHEM coils	Yes / No
c.	All units without reference numbers will be supplied with a reference number	Yes / No
d.	Legal inspections per aircon to SANS 10173,10147, OSH Act and Pressure Equipment Regulations (on company letterhead citation of regulations as compliant or not )	Compliant/non - compliant
e.	Perform annual chemical cleaning of evaporators and condensing coils	Yes / No
CONDITION ASSESSMENT :		
	<b>GOOD</b>	<b>AVERAGE</b>
	<b>POOR</b>	
CHECKED BY :		
VERIFIED BY :		

4.11 The service report containing nature of complaints, nature of the fault unattended, parts replaced, and customer remarks/signature should be prepared by the Service Provider. The cost of printing the booklet will be borne by the Service Provider. TPT's Technical Department will approve the model of the service report. The report shall indicate the nature of the complaints/work done at the end.

4.12 On completion of air conditioner service, a status report will be issued by the service provider. This report will indicate the correct working of each unit or defects found per unit. The report will describe each air conditioning unit by location in the inserted checklist format.

4.13 The Service Provider shall ensure that all spares utilized are genuine as per the original manufactures specification and the replaced spare part should be guaranteed for a minimum of twelve (12) months.

4.14 Service Provider to supply the same specification or item of similar design and construction. The onus will lie with the Service Provider to prove quality of supplied items where item supplied is not as per OEM installed. The service provider must ensure that where "equivalent" is provided with the system must be "plug and play" i.e. no modifications will be permitted to ensure continued reliable operation.

4.15 Repair parts used by the Service Provider must be new and unused.

4.16 The service provider shall also maintain and re-gas fridges or and air-conditioners at TPT SLD

4.17 The contractor is responsible for the satisfactory operation of air-conditioners and will facilitate correct end-user operation by providing written instructions of operation for each unit type.

4.18 A working inventory list will then be developed from all the operational air conditioner units and used as the baseline for the remainder of the contract and this list will be given to TPT SALDANHA

4.19 A Certificate of Conformity (COC) shall accompany any new electrical installations or moving of aircon by a certified electrician only.

4.20 A Certificate of Conformity (COC) shall accompany any new or moving of piping by a certified plumber only.

4.21 Locations and Quantities

Saldanha - Buildings & Facilities (BTS)

Location	Quantity	Make
Admin (BTS) building	20	Carrier/LG/Panasonic /Gree
Technical Building	15	Carrier/LG/Panasonic /Gree
Procurement	10	Carrier/LG
Electrical Building	4	Carrier/LG
Workshop 17 offices	6	Carrier
Workshop 17 tool store	3	Carrier
Workshop 17 stores	1	Carrier
Electronics	3	Carrier/LG
Tipler offices	5	Carrier
Ship loader offices	2	Carrier/LG
SIYABAMBELE	1	Carrier
SECURITY	9	Carrier
<b>TOTAL</b>	<b>79</b>	

Saldanha - Buildings & Facilities (MPT)

Location	Quantity	Make
OPERATIONS BUILDING	6	18000 HI-WALL SPLIT Carrier
WAREHOUSE OFFICE	4	12000 HI-WALL SPLIT Carrier 24000 HI-WALL SPLIT Carrier
TECHNICAL OFFICES-- OLD GARAGES	3	24000 HI-WALL SPLIT Carrier
OCSA	1	24000 HI-WALL SPLIT Carrier
PLANNING BUILDING	6	18000 HI-WALL SPLIT LG 12000 HI-WALL SPLIT Carrier 30000 HI-WALL SPLIT Carrier 24000 HI-WALL SPLIT Carrier
MAIN BUILDING	3	PACKAGE Daikin 18000HI-WALL SPLIT Carrier
<b>TOTAL</b>	<b>23</b>	

Saldanha Equipment

Location	Quantity	Manufacturer
Mobile ship-loaders	4	Cosmotec

Tipplers	8	Hi-wall split carrier/ carrier/ MC Quay
Stacker-Reclaimers	17	Hi-wall split carrier/ carrier/ MC Quay/ Panasonic
Ship-Loader	8	Hi-wall split carrier/ MC Quay
Electronic Workshop Server room	2	Carrier/ LG
MPT (HR and planning) Server Rooms	3	Carrier/ LG
BTS Server rooms	5	Carrier/ LG
Fan Filter	4	Air Filter Fan
Sub Station E	2	Alliance
RO Plant	3	Alliance / Media
<b>TOTAL</b>	<b>56</b>	

## 5. QUALITY AND SERVICE

- 5.1 The Service Provider(s) must be able to provide the services on an "as and when required basis" and must be available 24 hours per day, 7 days per week, including week ends and Public Holidays, to support TPT's 24-hour operations.
- 5.2 In an Emergency, the Service Provider must respond and be on site within 2 (Two) hours of notification.
- 5.3 The Service Provider shall be fully responsible to TPT for the acts and omissions of its employees, permitted sub-contractors and agents. Any damage caused to TPT Property or injury caused to TPT Employees due to negligence of the Service Provider's work force shall be entirely for the account of the service provider, the amount so involved on the account may be deducted from any payment due to the Service Provider.
- 5.4 The Service Provider may not cede, assign, make over or delegate any of its rights and/or obligations to any third party without the prior written consent of TPT.
- 5.5 All components supplied and delivered must be of excellent quality, SABS approved and comply with the specifications given by TPT. Should the goods or service(s) not

be in conformity with the specifications, TPT reserves the right to reject them, obtain the goods or service(s) from other sources of its free choice and debit the difference in cost, if any, to the respondent?

5.6 Delivery of the goods or service(s) is expected to be made in accordance with the TPT's requirements and as specified in the RFP document.

5.7 Delivery vehicle of the goods or services in use on the TPT site must be in possession of all the relevant certificate of conformity namely. 5.7.1 Licensed and Roadworthy

5.7.2 Vehicle to be registered.

## 6. GENERAL SAFETY AND COMPLIANCE SPECIFICATIONS

- The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements**.
- Contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to contractor Manager for approval before induction training confirmed. Approved Employee Profile Dossiers includes certified copies of medicals, identity documents, competencies etc. submitted via email correspondence to **TPTSLDInduction-booking@transnet.net**.
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval TRN-IMS-GRP-TMP-014.11** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines, TRN-IMS-GRP-GDL 014.4 Contractor Environmental and Sustainable Specification Guideline, TRN-IMS-GRP-GDL 014.6 Contractor Quality Specification Guideline** and **TRN-IMS-GRP-GDL 014.5 Contractor Security Specification Guidelines**
- Principle Contractor approve **Mandatory Agreement** in terms of **section 37(2) TRN-IMS-GRP-TMP-014.1** of the Occupational Health and Safety Act (OHS Act) and submit to Contractor Manager to agree.
- The Principle Contractor must **submit written request** to the Contractor Manager for permission for sub-contract to provide any work or services to TPT and ensure that all **37.2 Agreement between Principle contractor and Sub Contractor** submitted to Contractor Manager.
- Contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.

- Contractor undergoes induction training prior to handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements**.

- SITE ESTABLISHMENT:

All relevant permits and authorisations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorisations** shared and completed prior to site access.

**Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** prior to site access by TPT.

- Contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** prior to Site Access grated with Service Provider.

- **No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit** issue to the contractor by Contractor Manager.

- CLOSE OUT PHASE

Contractor Manager and the Contractor must co-sign the **TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist**.

- TESTING AND COMMISSIONING:

The Contractor Manager will **develop a test and commissioning plan of the project** and communicate it to the contractor.

- The Service Provider will be responsible for obtaining Hot work permit from TNPA (phone no: 022 703 4331) within conjunction with Fire Safety Management Manual GRM/SHEQ/MAN 001.
- The Service Provider must have a Fire watch on duty during Hot Work and a Fire extinguisher as per required within Fire Safety Management Manual GRM/SHEQ/MAN 001.
- Service Provider will ensure compliance to **TPT SLDT SHEQ-RS PRO 021\_Lock Out Procedure** and lock out and isolation done by Trained and competent employees with conjunction with TPT competent.
- Service Provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: applicable SANS codes; OHS Act of 1993 , other legislation, ISO 9001, ISO 14001 and ISO 45001, etc.
- Service Provider to ensure that all employees involved in activity is informed of the

Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Fall protections Plans, Environmental Plans, Emergency Plans and any other relevant procedures, etc. proof to be submitted as part of the SHE File.

- Service Provider will ensure that On the Job HIRAS is completed prior to start of activity to ensure that any additional Risks been identified.
- Service Provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with that equipment or machinery will not be physically operated by an employee when required to offloaded or load from any flatbed or low bed.
- Principle Contractor will be responsible to ensure that Sub Contractor SHE File compiled within conjunction with TPT Requirements and Approved prior to sub mission to Contractor Manager.
- Service Providers are liable to collect and remove all waste generated during the contract/project. Generated Waste will not allowed being disposed within TPT waste skips. Removal of Hazardous waste will be contractor's responsibility and Disposal Certificate submitted to SHEQ after waste has been disposed safely.

<b>Applicable Legislation and/or procedures</b>	<b>Description</b>
TPT SLDT SHEQ-RS PRO 027	TPT SHERQ Contractor Specifications Procedure.
SANS Codes	Applicable related South African Bureau of Standards' Code of Practice in conjunction with Scope of work.
TPT SLDT SHEQ-RS PRO 007	Emergency Preparedness and Response
TPT SLDT SHEQ-RS PRO 016	Incident Reporting and Investigation Procedure
ISO 14001	Environmental Management System Environmental Specifications with guidance for use.
ISO 9001	Quality Management System- Requirements
OHSAS 18001	Occupational Health and Safety Management System Requirements
OHSAS 18002	Occupational Health and Safety Management Systems – Guidelines for the Implementation of OHSAS 18001
CMB253	National Occupational Safety Association-NOSA Integrated Management System

OHSACT 85 of 1993	Occupational Health and Safety Act
SANS 10147	Refrigerating systems including plants associated with air-conditioning systems
SANS 10173	The installation, testing and balancing of air-conditioning ductwork
SANS 1125	Room air conditioners and heat pumps
SANS 54511	Air conditioners, cooling equipment, fans, heating equipment, heat pumps
SANS 60335-2-104	Air conditioners, compressed-air systems, connections, cooling systems, definitions, electrical engineering, electrical household equipment, electrical safety, electric shocks, equipment safety, freezers, protection, recovery, recycling, refrigerants, safety, specifications, testing
OSHACT and SANS	As a whole

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