



**PROVISION OF SERVICE TO CONDUCT AN
ASSESSMENT, SUPPLY SPARES AND REPAIR A
TEREX 42T FORKLIFT AT THE MULTI-PURPOSE
TERMINAL AT TRANSNET PORT
TERMINALS:SALDANHA**

Document Reference Number:

PSTDRT-06022025

Site:

Bulk Terminal Saldanha

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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 is seeking a qualified and experienced service provider to perform comprehensive repair services on a Terex 42 T machine. The goal is to ensure the machine is fully operational, safe, and compliant with industry standards.

4. Objective:

The objective is to restore the Terex 42 T to optimal working condition. The service provider will be responsible for diagnosing issues, performing necessary repairs, and ensuring the machine is operational.

5. SCOPE OF WORK REQUIREMENTS:

The service provider will be required to:

- Conduct a thorough inspection and diagnostic assessment of the Terex 42 T.
- Identify all defective, worn-out, or malfunctioning components.
- Perform repairs and replacements as necessary to restore the machine to full functionality.
- Supply all additional spare parts required, except those provided by Transnet.
- Ensure all repairs meet safety and operational standards.
- Provide a detailed report of diagnostics, repairs performed, and parts used.

Spare Parts Supply:

- Transnet will supply specific spare parts as listed in Appendix A.
- The service provider is responsible for sourcing and supplying any additional parts identified during diagnostics that are essential for the machine's operation.

Deliverables:

- Diagnostic report outlining identified issues.
- List of parts supplied by both Transnet and the service provider.
- Completed repair works with detailed documentation.
- Final operational testing and performance verification report.
- Guarantee on spare parts and workmanship for a period of six (6) months.

6. QUALITY AND SERVICE

- 5.1 The *Service Provider* shall provide Transnet with a guarantee/warranty on workmanship and any parts supplied for a period of at least six (6) months.
- 5.2 The expected Lead Time after receiving the Purchase Order up to completing the service is within **4 weeks**.
- 5.3 The *Service Provider* shall ensure that all personnel are suitably trained, qualified, experienced to execute the works.
- 5.4 The *Service Provider* shall ensure excellent quality in compliance with the specifications. Should the goods or service(s) not be in conformity with the specifications, Transnet 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 *Service Provider*.
- 5.5 The *Service Provider* shall provide its own transport at all times, and must ensure that all employees and components are transported to and from Transnet by means of vehicles, which have the relevant certificate of conformity namely:
- a) Valid License Certificate;
 - b) Valid Roadworthy Certificate.
- 5.6 The *Service Provider* shall ensure that for the duration of the contract with Transnet the vehicles utilized are in a roadworthy and operational condition. Transnet shall be entitled to request that the *Service Provider* produce a valid roadworthy certificate in respect of a vehicle.
- 5.6.1 Furthermore, the *Service Provider* must ensure that it obtains all permits necessary to carry out the required services including exemption permits relating to abnormal loads in mass if necessary. The costs associated in obtaining these permits shall be for the successful *Service Provider's* account.
- 5.6.2 The *Service Provider* shall also be accountable to transport staff within the Terminal, as no walking is allowed within the Port of Saldanha.
- 5.6.3 The cost of transportation shall be for the *Service Provider's* own account.
- 5.7 Transport must comply with the minimum requirements as prescribed in the Road Traffic Act.
- 5.8 The *Service Provider* shall ensure that all drivers possess valid driver's licenses and (PDPs) valid Professional Drivers Permits where required.

- 5.9 The *Service Provider* should have a broad form of current/valid insurance liability cover which includes Professional Indemnity Insurance / Professional Liability Insurance / General Insurance / Public Liability Insurances with a minimum limit of indemnity of R1 000 000.00 (one million rand) per incident.
- 5.9.1 The successful *Service Provider* must have the required insurance liability cover available to itself within 2 weeks after notification of award.
- 5.9.2 The successful *Service Provider* shall be required to submit an original or copy of a Letter from its underwriter/insurer confirming insurance cover / copy of insurance policy prior to commencement of services or upon request from Transnet.
- 5.10 The *Service Provider* shall be fully responsible to Transnet for the acts and omissions of its employees, permitted sub-contractors and agents. Furthermore, the *Service Provider* shall be solely liable for any damage caused to TPT property or injury caused to TPT Employees due to the negligence of its employees, permitted sub-contractors and agents.
- 5.10.1 TPT shall be entitled to deduct the amount so involved from any payment due to the *Service Provider*.
- 5.11 The *Service Provider* shall submit a Quality Control Plan with relevant hold points and inspections, which is aligned to the works and tasks, specified within this document.
- 5.12 A Transnet Port Terminals (TPT) representative shall be present for the final testing/inspection upon completion of the works, prior to transport of the Forklift back to TPT. TPT shall be notified at least 24 hours in advance of the final testing/inspection.

7. 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 **TPTSLD-Induction-booking@transnet.net.**
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval COVID 19 Checklist TPT-IMS-SLDT-CL-014- & 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 authorizations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorizations** shared and completed prior to site access. **Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-** 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 off- loaded 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 be allowed to 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.
- The *Service Provider* to ensure full compliance to TPT COVID 19 requirements and Government Safety measures regarding preventing the

spread of the COVID 19 virus.

Contact the following employees at SHERQ Department:

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